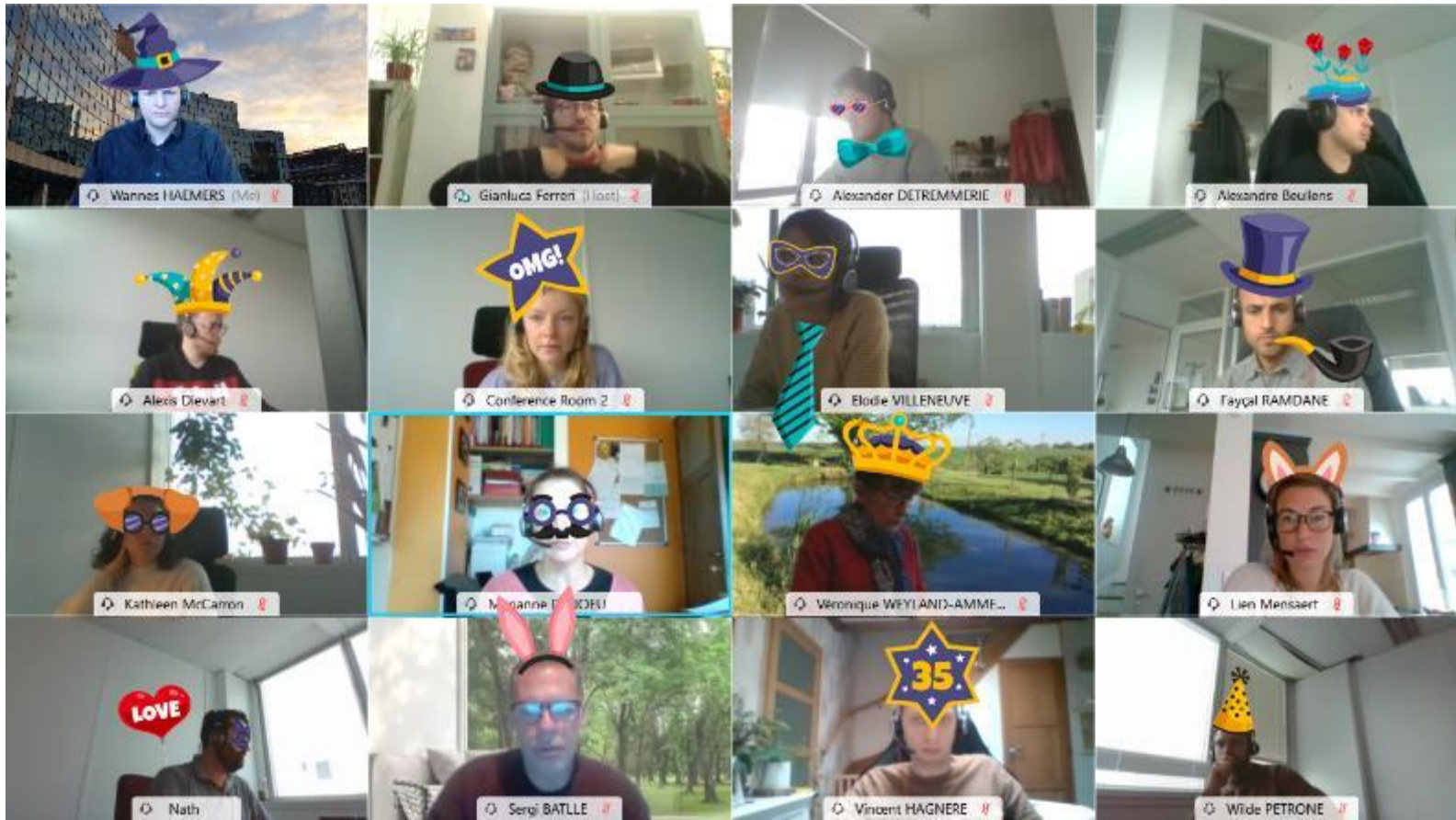




Online Refresher Training

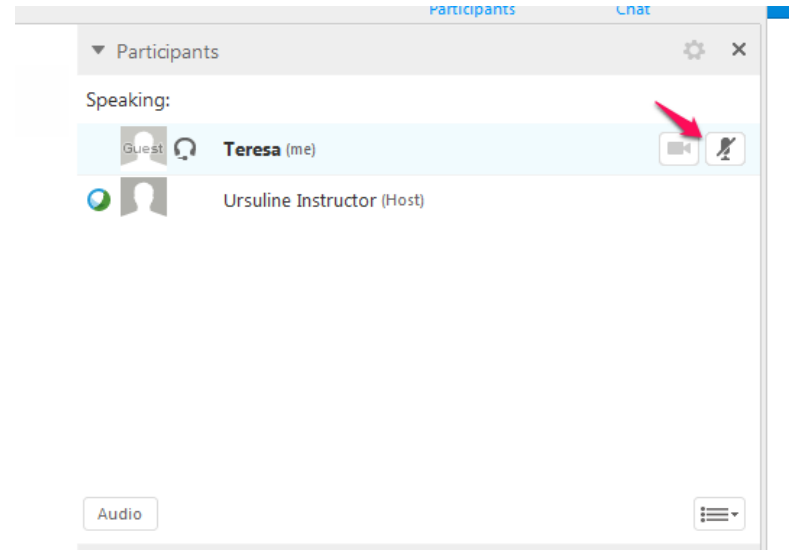
Monday 16 November 2020

WELCOME!



Rules of the game

- Sessions are recorded
- Microphone / camera are switched off by default
- No possibility to unmute yourself
- View active speaker only
- Turn off VPN or any background applications



Rules of the game

- Chat:
 - content related to « **Conference room 4** »
 - Technical questions to « **Sergi BATLLE** »



Training programme

DAY 1

09:30 Introduction

09:45 Session 1 | APR: evidencing the project delivery

10:45 Break

11:00 Session 2 | Communication and impact

12:00 Wrap-up

Training programme

DAY 2

09:30 Introduction

09:45 Session 3 | Cost eligibility and claim submission

10:45 Break

11:00 Session 4 | A smooth project closure

12:00 Wrap-up

Introduction

- Why refreshing?
- Exchange best practice
- Q&A



Any questions?

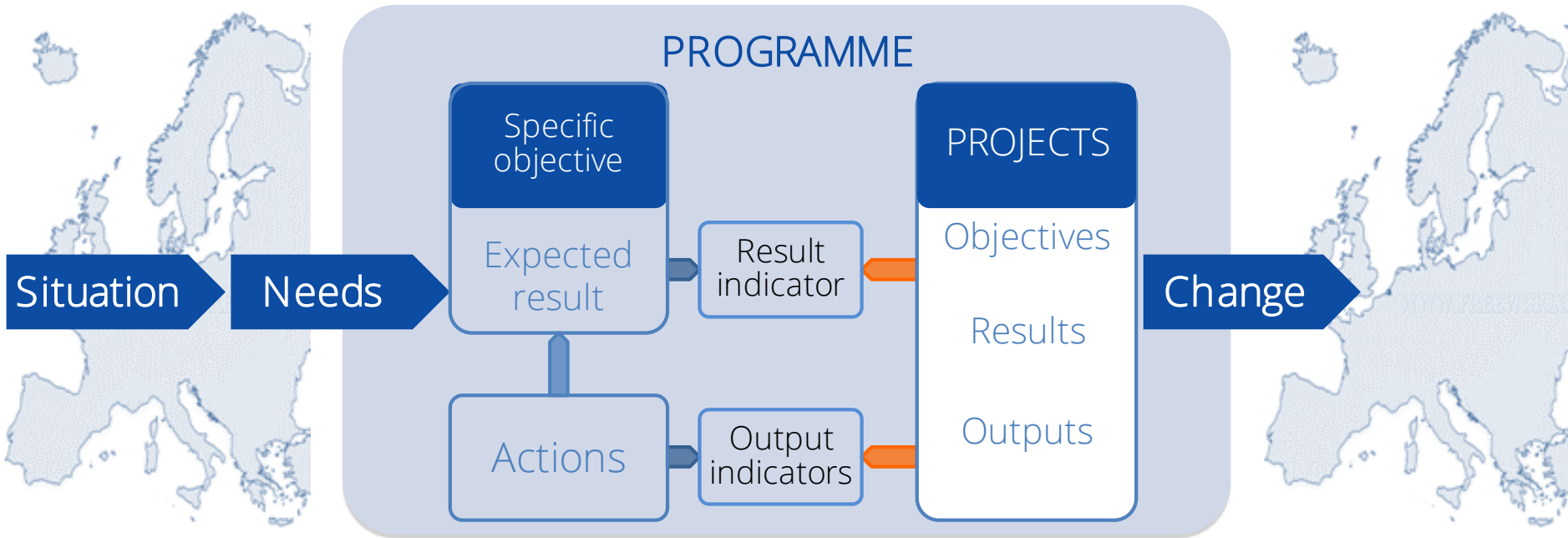
Session 1

APR: evidencing project delivery

Content

- Why the APR?
- Practical details: what, when & who?
- How to write a good APR?
- Where to find help?
- Q&A

Why the APR?

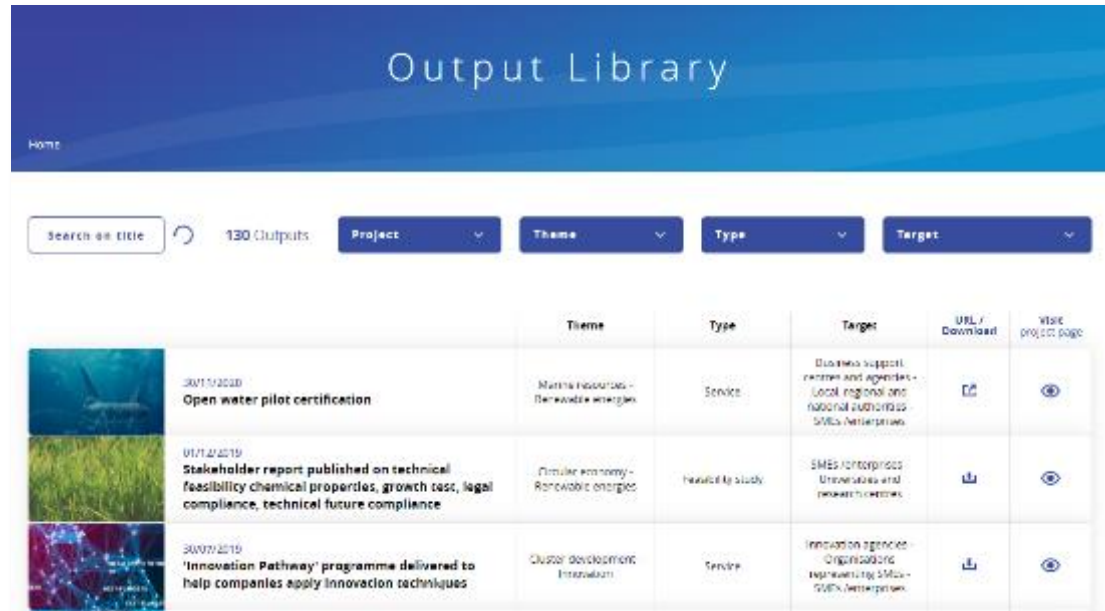


Why the Annual Progress Report?










- Sole official tool for the project to demonstrate the **project performance**
- Outputs delivered **validated** in the APR
- Consolidated financial data included in the first version of the APR used to calculate the **financial performance**

Why the Annual Progress Report?

- Outputs validated in the APR will be promoted on the Programme's output library



The screenshot displays the 'Output Library' website interface. At the top, there is a blue header with the text 'Output Library' and a 'Home' link. Below the header, there is a search bar with the text 'Search an title' and a refresh icon. To the right of the search bar, it shows '130 Outputs'. There are four filter buttons: 'Project', 'Theme', 'Type', and 'Target', each with a dropdown arrow. Below the filters is a table with three rows of output entries. Each entry includes a small image, a date, a title, a theme, a type, a target, a 'URL / Download' icon, and a 'View project page' icon.

		Theme	Type	Target	URL / Download	View project page
	2017-12-2018 Open water pilot certification	Marine resources - Renewable energies	Service	Business support, centres and agencies - Local, regional and national authorities SMEs, enterprises		
	01/12/2019 Stakeholder report published on technical feasibility, chemical properties, growth test, legal compliance, technical future compliance	Circular economy - Renewable energies	Neutral to study	SMEs / enterprises Universities and research centres		
	20/07/2019 'Innovation Pathway' programme delivered to help companies apply innovation techniques	Cluster development Innovation	Service	Innovation agencies Organisations Implementing SMEs - SMEs, enterprises		

Practical details: Who? What? When?

Who

- LP responsible for drafting and on-time submission
- Input from all partners

What

- Reporting period: January – December (year N)
- Based on AF structure
 - ! Project summary
- Spending profile
- Project performance

When

- Submission **by the 31 January** (year N+1)
- Drafting from 01/11/year N
- ! January claims should be submitted before the APR

Good to know: mistakes in the “project summary section” are the n°1 reason for APRs having to be re-opened!

How to write a good APR ?

Good practices & ground work: anticipate on key questions from the start – *outputs and results*

- Clarify the project outputs &
- Reflect on the format of each output and how to package evidence to prove delivery/achievement
- Define and collect the baseline data for results
- Establish the methodology of result measurement &
- Identify the main documents/deliverables the results will stem from

How to write a good APR ?

Good practices & ground work: anticipate on key questions from the start – *target groups*

- Review the types of target groups & the target values in the AF with your partnership
- Make sure all partners know who is responsible for which share in reaching them
- Make sure all partners agree on when “1” value is to be considered reached (involvement)

How to write a good APR ?

Do's & Don'ts

A.2 Highlights of main achievements since the project start

Please describe project progress up to now (i.e. in a cumulative way) including specific objectives reached and outputs delivered. Explain summary should highlight main achievements, interesting and understandable for non-specialists. Please write in a style of a press release.

Diabetes is a long term non-communicable disease with high costs to patients, health services & society, & for which there is currently no standardised approach to self-management. DWELL is a holistic programme that encourages & motivates people with Type 2 Diabetes to manage their condition better. The DWELL partners have worked together to design & develop the DWELL 12 week patient support programme, staff training programme & support tools.

The DWELL 12 week patient support programme consists of 4 core modules: Education, Nutrition, Physical activity & Wellbeing, & at the heart of all of these is peer support, motivational interviewing & self management. These key elements all help to put the patient back in the driving seat of their condition, motivating them to make long-term lifestyle changes to manage their diabetes successfully & reducing their risk of developing long-term complications. To date 396 people have been recruited to the DWELL 12 week programme.

The staff training programme consists of 5 modules: The DWELL approach, Understanding diabetes - common language, Facilitation skills, Motivational interviewing & Evaluation tools. As DWELL is a holistic programme, it does require a change in thinking of the way to treat type 2 diabetes...a change from a medical approach to a holistic approach. 133 staff have received training so far along with 263 students receiving the DWELL approach training as part of their curriculum.

There are also support tools:

- the directory of services & online support which contains over 300 entries of local services, groups & activities which contributes to a healthier way of living, as well as information on helpful apps, healthy recipes & diabetes education.

- the Ambassadors! A key element to the DWELL programme. They helped develop & pilot the 12 week programme, promote DWELL within the community, support the programme & participants, & help to sustain DWELL beyond the end of the project.

at success. The November 2019 meeting saw Ambassadors from each of the 4 participating countries come together & Chi, crafting & cookery.

the first time at the Diabetes Professional Care Conference at Olympia, in London.

2,477 / 2,500 characters



- Write A.2 in complementarity with A.6
- Highlight the cross-border cooperation

- Don't stick to AF structure and references (work packages, deliverables DX.X.X)
- Don't disregard « press release style » and « understandable by non specialists »



How to write a good APR ?

Do's & Don'ts



If you think you can deliver an output in advance, check with the JS first before marking it as delivered

A.3.2 Overview of project output achievements

Programme output indicator	Total project output target	Total achieved so far	Project output	Project output target	Planned delivery month	Achieved so far
OI 1.3.1 Number of tests, pilots, demonstration actions and feasibility studies implemented related to the development of social innovation applications	6	1	O 1 Cross border staff training programme to deliver patient support programme	1	31/12/2016	1
			O 2 Cross border 12 week patient support programme designed for self management of type 2 diabetes	1	31/07/2020	0
			O 3 New tools to support patients in self managing their condition & provide long term sustainability	2	31/07/2020	0
			O 4 New multi lingual online patient support tool	1	31/07/2020	0
			O 5 Comprehensive evaluation report determining whether interventions have had the anticipated success	1	31/10/2020	0



Do not mark an output as delivered if it cannot be evidenced or finalised yet

How to write a good APR ?

Do's & Don'ts

Overview of specific results for OI 1.2.2

Programme output indicator	Specific Result
OI 1.2.2 Number of small scale physical or e-infrastructures/equipments related to the delivery of technology	
Project output number	Specific Result
O 2	<ol style="list-style-type: none">1. Reduce the geographical disparity in 2 Swas by a near access to the care of cancers. The indicator is2. Reduce the time of treatment plan and dose calculation for cancers at least by 2 days. The aim is to3. Improving the management of diagnosis and treatment of cancers by producing specific tests (biological subjects, seminars and trainings (Min. 4)

Specific result category

- Please Select
- Environmental
- Knowledge
- Networking
- Socio-economic
- Other

Specific result type

Modality of measurement: please specify how you measured or expect to measure the specific result (even if the corresponding output has not been delivered yet - this box must always be completed).

Description of the measured specific result (first indications can be given even if the output has not yet been fully delivered in its final version - this box must be completed for outputs indicated as fully delivered)





0 / 500 characters

0 / 500 characters

- Review AF results and assign them to the most relevant categories in the drop-down list
- If AF results are not specific, improve them based on knowledge from implementation
- Think SMART!
- Even if no result is to be measured yet / the output is not delivered, explain the modality of measurement

- Don't submit your APR without filling in this section!
- Don't mix « modality of measurement » and « measured result »

How to write a good APR ?

O 2	PATH will upskill 1500 professionals (c10k staff employed by delivery PPs in clinical & admin roles) giving: - 100% increase in professionals' confidence to recognise PMI symptoms & provide appropriate care. 65% of UK midwives & 70% health care professionals in Lille feel they lack knowledge to recognise or confidence to discuss PMI - 20% increase in timely diagnosis of PMI & appropriate support (at present only 1 in 10 women receive the help they need) - 320 employers trained to support women's return to work, leading to increased recognition of PMI symptoms, the demands of parenthood & their possible impact on the employee & the business, & better support for the returning employee resulting in more women returning to work & employers keeping valuable staff/organisational knowledge		
Specific result category 	Specific result type	Modality of measurement: please specify how you measured or expect to measure the specific result (even if the corresponding output has not been delivered yet - <u>this box must always be completed</u>). 	Description of the measured specific result (first indications can be given even if the output has not yet been fully delivered in its final version - <u>this box must be completed for outputs indicated as fully delivered</u>) 
Other 	Exchange and use of practices 29 / 500 characters	All PP9 PATH staff are actively involved in preparing/ designing/ testing the online evaluation (questionnaire) of workpackage 1.2. for the 4 countries (employers and healthcare professionals): https://surveys.ap.be/limesurvey/index.php/581396?lang=en (UK) // https://surveys.ap.be/limesurvey/index.php/257592?lang=fr (France) // https://surveys.ap.be/limesurvey/index.php/164458?lang=nl (The Netherlands) // https://surveys.ap.be/limesurvey/index.php/811278?lang=nl (Flanders-Belgium). 488 / 500 characters	The data will be collected using: Socio-demographic factors, Depression Stigma Scale (DSS), Depression Literacy Questionnaire (DLQ). All project partners have been informed during the cross-border meetings in 12-13 June 2019 and 12-13 September 2019 and instructed for recruitment of participants 7-8 November 2019. Limesurvey is the online software used to collect the data. PP9 PATH project staff are the only people who can access the data and results will soon be available 475 / 500 characters

How to write a good APR ?

Q 7

PATH will upskill 1500 professionals (c10k staff employed by delivery PPs in clinical & admin roles) giving:
 - 100% increase in professionals' confidence to recognise PMI symptoms & provide appropriate care. 65% of UK midwives & 70% health care professionals in LIIE feel they lack knowledge to recognise or confidence to discuss PMI
 - 20% increase in timely diagnosis of PMI & appropriate support (at present only 1 in 10 women receive the help they need)
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Specific result category	Specific result type	Modality of measurement: please specify how you measured or expect to measure the specific result (even if the corresponding output has not been delivered yet - this box must always be completed .)	Description of the measured specific result (first indications can be given even if the output has not yet been fully delivered in its final version - this box must be completed for outputs indicated as fully delivered .)
Knowledge	Created/increased skills and capacities	In order to measure the upskilling of 1500 professionals, all PPs, either via direct access to healthcare professionals or via dissemination of the online resources, will monitor how many professionals have accessed the resources. This will also be measured via the path-perinatal.eu website analytics as the resources will be accessible from Professionals accessing the resources will complete a survey led by PPs to measure whether the resources have upskilled them.	This output has not yet been completed so cannot yet be measured. 66 / 500 characters
		472 / 500 characters	
Knowledge	Behavioural change in stakeholders	Healthcare professionals accessing PATH's online training resources via path-perinatal.eu and via PPs dissemination will complete a survey following their use of the resources (led by PPs) to measure their increase in confidence to recognise PMI symptoms & provide appropriate care. The survey outcomes will be compared to baseline data to report the increase accurately.	This output has not yet been completed so cannot yet be measured. 66 / 500 characters
		371 / 500 characters	
Socio-economic	Improved services	In order to measure this outputs impact on a 20% increase in timely diagnosis of PMI & appropriate support PPs 7, 0, 12 & 13 (hospitals) will monitor the diagnosis of PMI & the support offered in their organisations following the roll out of Q2.	This output has not yet been completed so cannot yet be measured. 88 / 500 characters
		247 / 500 characters	
Knowledge	Created/increased skills and capacities	PATH will use the path-perinatal.eu website/hub to host online resources for employers and will use analytics and surveys led by PPs to measure the extent to which 320 employees are trained to support women's return to work. The analytics will measure how many employers access the resources, the amount of time spent on the site and downloading/hosting of resources etc., and a survey made available to all employers who have used these resources will measure the effectiveness of this training.	This output has not yet been completed so cannot yet be measured. 66 / 500 characters

How to write a good APR ?

Do's & Don'ts


- *Provide breakdown per type of target group and Member State*
- *Make sure the reported values (total and breakdown) match the data in the supporting evidence per reporting period*

Programme output No.	Programme output title	Target groups	Target value	Value reached in previous reporting periods	Value reached in current reporting period	Target groups reached so far
04	Test of education pack and coaching method to remove barriers and build up employment experience	Parents (vulnerable families) Childcare providers and their staff. Social services and employment services	623	464	1,269	278.17%
	Breakdown of target groups reached in the current reporting period per type of target groups	- 287 Parents have learned soft skills of which 17 in BE, 75 in NL, 121 in UK and 74 in FR - 317 Parents have learned labour market skills, of which 50 in BE, 75 in NL, 105 in UK and 87 in FR - 292 Parents for whom distance to work is decreased according to a 0-10 measurement, of which 65 in BE, 76 in NL, 96 in UK and 57 in FR - 373 Parents have gone through a PDP, of which 79 in BE, 55 in NL, 257 in UK and 96 in FR				
	Description of the target group involvement in the creation and/or adoption of the output	Every partner experiments with existing methodologies and explores what can be used in the PACE project. The PDP is developed and every partner is using one. Staff was trained to use this PDP. This is a living document. This PDP provides us information to start specific soft skills or labour market training.				
	Supporting evidence of the reported figures (if possible, please refer to the annexes submitted with the APR)	All numbers are registered in the PACE overview excel created by PPS. Input is provided by each partner on a regular basis				



How to write a good APR ?

Other tips :

- Be specific
- Use the status that best corresponds to the level of achievement/progress
- Justify delays
- Provide evidence for each achieved deliverable and output “delivered”
- Clearly organise the evidence with dedicated folders per WP and deliverables/outputs labelled as per AF code or title
- Only tick “has evidence” if you do send them
- Drafts can be acceptable
-  bubbles in EEP provide guidance about what is expected
- Pre-checking with JS officers is OK

How to write a good APR ?

Good practices: get inspired by this toolbox

- How to translate AF specific results into APR result types & categories

Category	Result Element	Specific Objectives						
		1.1	1.2	1.3	2.1	4.1	4.2	
Networking	involvement of new types of partners	X	X	X	X	X	X	
	Development of clusters	X				X	X	
	New, innovative applications and demonstration	X	X	X	X	X	X	
Knowledge	Exchange and use of products	X	X	X	X	X	X	
	Transfer of knowledge, skills and capacity	X	X	X	X	X	X	
	Business development	X			X	X	X	
Governance and policy	Technological transfer	X	X					
	Attracting investment in infrastructure			X	X	X	X	
	Influence on policy making	X		X	X		X	
Socio-economic	improved governance, quality and capacity	X				X	X	
	Development of business cooperation	X	X	X	X	X	X	
	Triggered investments	X	X	X	X	X	X	
Environmental	increased productivity	X	X	X	X	X	X	
	improved health and general living conditions	X	X			X		
	increased business viability / capacity (NEW products and/or services, technical)	X	X	X	X	X	X	
Environmental	Cost savings	X	X	X	X	X	X	
	employment	X	X	X				
	New applications	X						
Environmental	use of energy, energy efficiency, water, materials, sustainable procurement or circular economy	X	X	X		X	X	
	reduction of pressure of natural land consumption or climate adaptation	X		X				
	diversification of activities					X	X	
Environmental	Development of green jobs				X	X		
	Development of green jobs				X	X		
Environmental	Development of green jobs				X	X		
	Development of green jobs				X	X		

How to write a good APR ?

Good practices: get inspired by this toolbox

- How to collect and organise evidence for achieved results per output

Programme Output Indicator	Output target	Project Output	Project Output target		Specific result / Output	Deliverables to reference	Events / Activity	Evidences	Commentary
Ei: OI 1.11 Number of joint strategies and action plans developed to improve the framework conditions for innovation	1	Output title	1	EG 1	Specific result description from the AF	D1.1.3	Materials	Document	Results measured extracted from the mentioned deliverables/evidence To be reported in the APR
						D1.1.4	Event	Sign in sheet	
						D1.1.5	Event	Sign in sheet	
						D5.2.1	Document	New letter mailing list	
						D5.3.1	Conferences	Conference attendees lists	
						D5.4.1	Events	Feedback forms	
						D5.4.2	Report	Document	
				EG 2	Specific result description from the AF	D1.1.4	Event	Sign in sheet	Results measured extracted from the mentioned deliverables/evidence To be reported in the APR
						D1.1.5	Event	Sign in sheet	
						D5.4.1	Event	Sign in sheet	
				EG 3	Specific result description from the AF	D1.1.4	Event	Sign in sheet	Results measured extracted from the mentioned deliverables/evidence To be reported in the APR
						D1.1.5	Event	Sign in sheet	
				EG 4	Specific result description from the AF	D5.4.1	Event	Sign in sheet	Results measured extracted from the mentioned deliverables/evidence To be reported in the APR
						D1.1.3	Materials	Document	
D1.1.4	Event	Emails							
D5.4.2	Document	2 publications							

How to write a good APR ?

Good practices: get inspired by this toolbox

- How to monitor target groups reached

Table LEADERAGE: Drop down to select the called in the OPR tab		Table LEADERAGE: One line to be filled in per target group reached		Evidence for target groups reached	
Output 1 - title of the output					
Reporting year	Category of target group	Name of the organisation	Name or position of the person	Member State (BG, FR, AL, UK, Other)	Supporting evidence of the reported data - to be made available in case of JS request (e.g. attendance sheets, meeting reports, pictures)
select	select			select	
-- Select --	-- Select --			-- Select --	
select	select			select	
-- Select --	-- Select --			-- Select --	
select	select			select	
-- Select --	-- Select --			-- Select --	
select	select			select	
-- Select --	-- Select --			-- Select --	

How to write a good APR ?

Good practices: get inspired by this toolbox

- How to navigate through evidence

Work package 1			
Deliverable code	Type of evidence	Annex title / reference	Description
DL1.1	URL	Not needed if same with deliverable code	links
DL2.1	Document		Event in RR on 3rd and 4th June 2010: Meeting agenda, Attendance list, List of companies attended, photos, minutes of the meeting
DL2.2	Document		Event at the RR on 25 November 2010:
DL3.1/01 & 2	URL		links
	Document		Challenges inventory
DL4.1	audio		Challenges inventory Jan 2010
	Picture		Challenges on board
DL5.1	Document		Presentation slides, minutes of the meeting, photos

How to write a good APR ?

Good practices: get inspired by this toolbox

- How to put into perspective your financial performance


#ProjectName_Financial situation

APPLICATION FORM

	DL1	DL2	DL3	DL4	DL5	DL6	Total
Total budget	- €						- €
Lease fees	- €						- €
DL1	- €						- €
DL2		- €					- €
DL3			- €				- €
DL4				- €			- €
DL5					- €		- €
DL6						- €	- €
Total	- €						- €

Financial performance

Year	Condition
2018	- €
2019	- €
2020	- €
2021	- €
2022	- €

Interreg 
2 Seas Mers Zeeën
European Regional Development Fund

Additional budgets

Year	Condition	Year	Condition
2018	- €	2018	- €
2019	- €	2019	- €
2020	- €	2020	- €
2021	- €	2021	- €
2022	- €	2022	- €

AP | Class | Personeel | Performance toewij

Where to find help?

- [APR webinar](#) on 2 Seas YouTube channel
- [Q&A](#)
- [JS Officers & Territorial Facilitators](#)
- [Measurable results checklist](#)
- [Specific results matrix](#)
- [Evidence register template](#)
- [Evidencing results template](#)
- [Target groups monitoring template](#)



Q&A / Sharing of expertise