Q&A session | Annual Progress Report & Closure Report

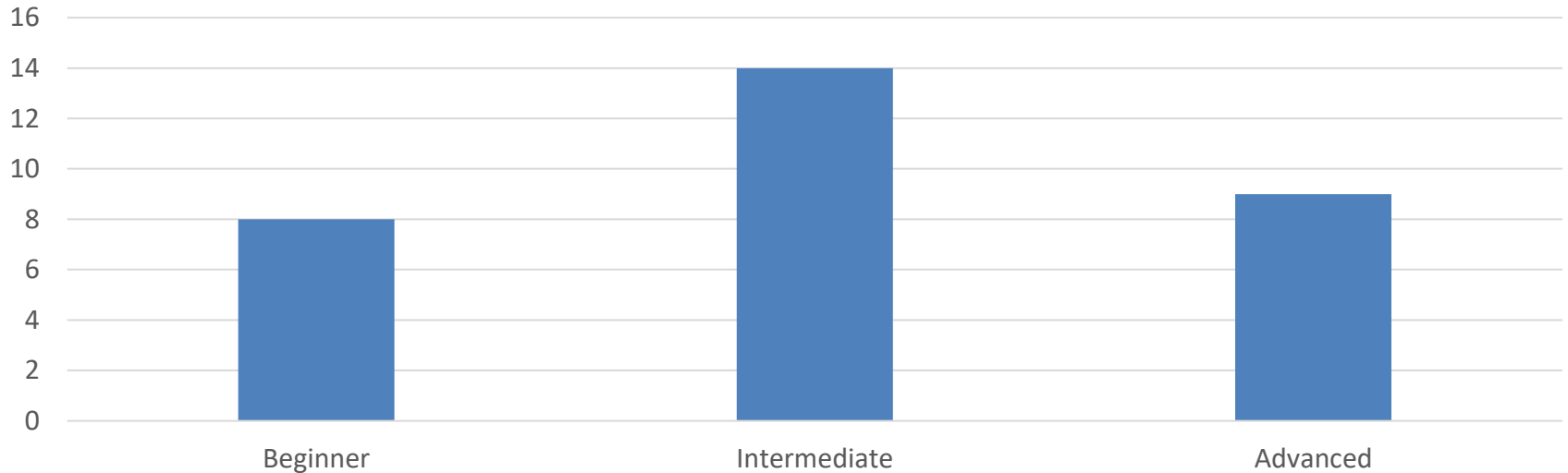Thursday 16th December 2021

WELCOME!

Rules of the game

- Session is recorded
- Microphone / camera are switched off by default
- Turn off VPN or any background applications
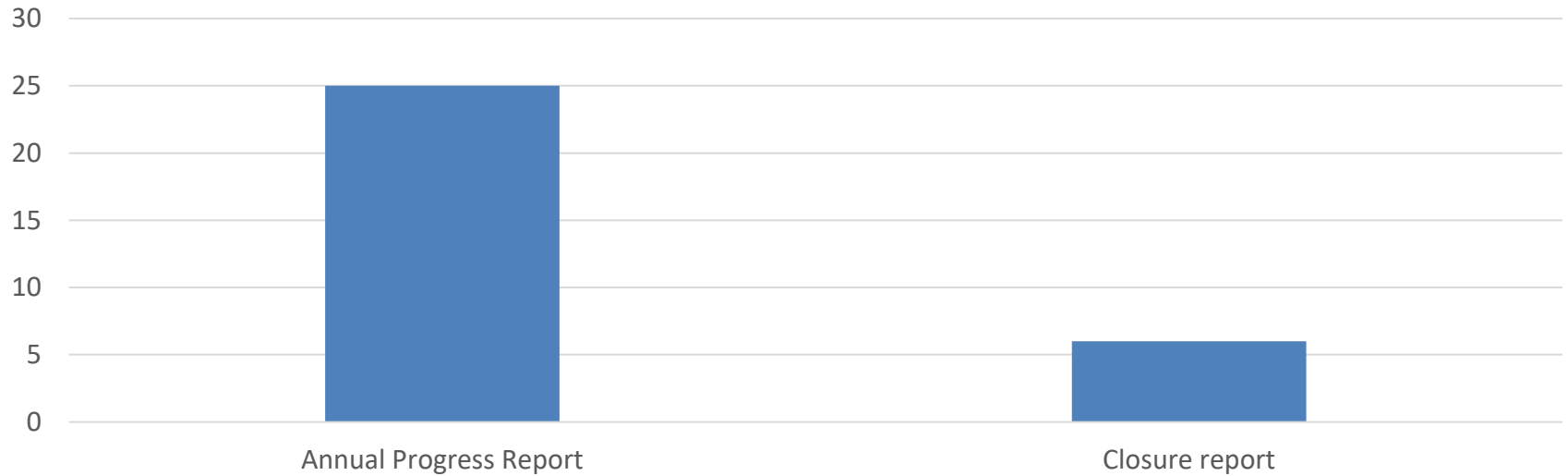- No fire drill planned today ☺

Rules of the game

- For **content-related** questions:
  - Enter your question in the chat or;
  - Raise your hand.
- For **technical** questions:
  - Send a private message in the chat to « **Sergi BATLLE** ».

Interreg
2 Seas Mers Zeeën
European Regional Development Fund

What is your individual experience with APRs?

Interreg
2 Seas Mers Zeeën
European Regional Development Fund

My next report will be...
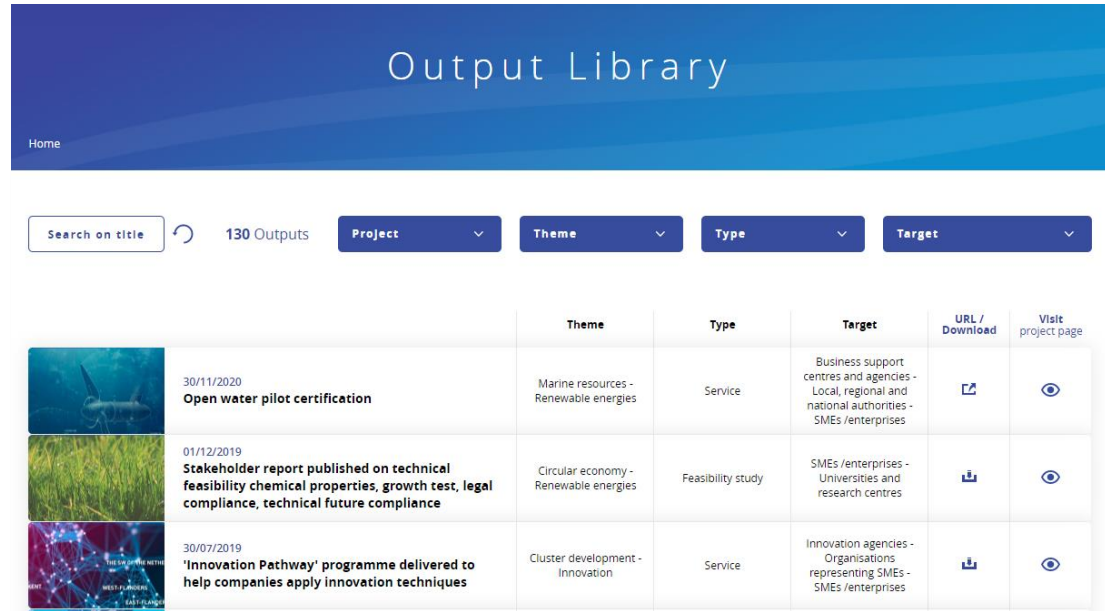
Sections interested in...

Content

- Why the APR?
- Your questions on :
  - Specific results
  - Target groups reached
  - Work Packages
  - Closure report

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

What should be my first mo[ve]... the APR?

- Use last validated APR as a basis
- Use the JS feedback from previously approved APR(s) to address the recommendations
- Refer to the Specific Results Matrix

Category	Result / benefit	1.1	1.2	1.3	2.1	3.1	4.1	4.2
Networking	Involvement of new types of partners	X	X	X	X	X	X	X
	Development of clusters	X				X		X
	New forms of cooperation and partnerships	X	X	X	X		X	X
Knowledge	Exchange and use of practices	X	X	X	X	X	X	X
	Created/increased skills and capacities	X	X	X	X	X	X	X
	Increased awareness		X		X	X	X	X
	Technological transfer	X	X					
	Behavioural change in stakeholders		X	X	X	X	X	
Governance and policy	Influence on policy making	X		X	X		X	X
	Improved governance quality and capacity	X				X	X	X
	Removal of barriers to cooperation	X		X	X	X		X
Socio-economic	Triggered investments		X	X	X		X	
	Increased jobs		X	X	X		X	X
	Increased employability		X	X	X		X	X
	Improved health and general living conditions		X	X		X		
	Increased business activity / capacity (new products, processes, services, techniques)	X	X	X	X	X	X	X
	Cost savings		X	X	X	X	X	X
	Improved services	X	X	X				X
	Patent applications		X					
Environmental	Eco-efficiency (energy efficiency, waste reduction, sustainable management of natural resources)	X	X		X		X	X
	Reduction of pressure on marine and land ecosystems and water consumption		X		X		X	
	Climate change adaptation					X	X	
	Climate change mitigation				X		X	
	Other environmental benefits					X	X	

Specific results section

In which cases can I modify previously approved specific results?

- Following JS feedback from previous APR
- To refine modalities of measurement if relevant (only if it is to make them SMARTer or to add a modality of measurement)
- To update the "measured results" based on measurements in the concerned reporting year
- In case of additional unexpected result derived from the use of an output

What if the specific results in the AF are not clear enough or no longer measurable?

- Up to 5 specific results per output in the APR

- Use the APR result categories and subtypes and the modality of measurement to clarify how the output is used and what benefits are expected

- If some specific results are no longer measurable, trace the deviation and justify under the associated result category

Interreg
2 Seas Mers Zeeën
European Regional Development Fund
EUROPEAN UNION

Can you share good examples of modalities of measurement?

O 2 | 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 ℹ	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). ℹ	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) ℹ
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 here. Professionals accessing the resources will complete a survey (led by PP9) to measure whether the resources have upskilled them. 472 / 500 characters	This output has not yet been completed so cannot yet be measured. However numerous professionals have taken part in piloting. 126 / 500 characters
Knowledge	Behavioural change in stakeholders	Healthcare professionals accessing	online training resources via path-perinatal.eu and via PPs disseminaton will complete a survey following their use of the resources (led by PP9) 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. 371 / 500 characters	As mentionned above, this output has not yet been completed so cannot yet be measured. However numerous professionals have taken part in piloting. 146 / 500 characters

How can I proofread my Specific result section?

- Make sure that all AF results have been captured under the relevant result categories
- Check if the modality of measurement is adequate for the result to be measured (and corresponds to the expected measurement in the AF)
- Verify the figures in the "measured result" section and check consistency with target group section if applicable
- SMART stress test (Specific / Measurable / Achievable / Relevant / Time bound) ☺

Do you have any tools to follow-up on Specific results reporting?

Programme Output Indicator	Output target	Project Output	Project Output target		Specific result / Output	Deliverables to reference	Events / Activity	Evidences	Commentary
Ex : OI 1.1.1 Number of joint strategies and action plans developed to improve the framework conditions for innovation	1	Output title	1	OI1.1	Specific result decription 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	Newsletter mailing list	
						D5.3.1	Conferences	Conference attendees lists	
						D5.4.1	Events	Feedback forms	
						D5.4.2	Report	Document	
				OI1.2	Specific result decription 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	
				OI1.3	Specific result decription 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	
				OI1.4	Specific result decription 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	Emails	
						D5.4.2	Document	2 publications	

What should I avoid?

- Not filling in the specific result section
- Filling in the specific result section for some outputs but not all
- Capturing only 1 result when there are 5 listed in the AF
- Not reporting measured results whereas the output has been delivered
- Inconsistency between AF and APR results (unless it is to make the APR more specific than the AF)

Interreg
2 Seas Mers Zeeën
European Regional Development Fund

What should I avoid?

- Inconsistency between chosen result type and described modality of measurement

- Measured result not in line with modality of measurement

- Aggregating data under the same result category when spare result categories (/5) can be used to break them down and clarify measurement

Example of modality of measurement not in line with selected specific result type & category

O 1	Such a bottom up pilot work method will provide the framework conditions to improve the identification and dealing with elderly's needs in terms of housing, urban and services amenities by working with both ageing stakeholders and sample of seniors. A set of demonstration actions will form a harmonized and improved preventive communication strategy combining various aspects and used by various stakeholders (housing organisations, health organisation...) to better reach 55+. It aims at increasing the number of requests for housing adaptations by 20% before 2025. Various observers in the project will be able to provide figures to highlight this increase (eg : département du pas de calais providing APA in France).

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	55+ will have a better knowledge on the risks not to have an adapted houses, on how to adapt, at which costs and where to get funding. This knowledge is first assessed thanks to various data (number of people involved in focus groups, taking part in site visits, events, involved in trainings and workshops, visiting demonstration flat...).	10 seniors benefiting from training to adapt their house. 20 seniors taking part to focus groups.

Example of modality of measurement not in line with selected specific result type & category

O 1	Such a bottom up pilot work method will provide the framework conditions to improve the identification and dealing with elderly's needs in terms of housing, urban and services amenities by working with both ageing stakeholders and sample of seniors. A set of demonstration actions will form a harmonized and improved preventive communication strategy combining various aspects and used by various stakeholders (housing organisations, health organisation...) to better reach 55+. It aims at increasing the number of requests for housing adaptations by 20% before 2025. Various observers in the project will be able to provide figures to highlight this increase (eg : département du pas de calais providing APA in France).

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)
Other	increased awareness	55+ will have a better knowledge on the risks not to have an adapted houses, on how to adapt, at which costs and where to get funding. There are different opportunities for the 55+ in the project to increase this awareness : involvement in focus groups, taking part in site visits, events, involvement in trainings and workshops, visiting demonstration flat..... The modality of measurement is the number of people taking part to any of these actions.	10 seniors benefiting from training to adapt their house. 20 seniors taking part to focus groups. No visits done in 2020 due to the covid crisis.

Example of modality of measurement not in line with selected specific result type & category

| Governance and policy | Influence on policy making | Public authorities will received guidelines on how to improve public space... | number of public authorities receiving the guidelines. This will not be done before 2021 at the earliest as the guidelines are not published yet |

Example of measured result not in line with modality of measurement

Knowledge	Behavioural change in stakeholders	partners will use a questionnaire for stakeholders in order to know whether they consider adapting their work and behaviour with respect to seniors after they took part in a site visit, attended a training or a workshop, took part in a focus group, read the study on labels.	questionnaire return so far : 90 stakeholders replied

Any other question on Specific results?

Target groups section

How to best prepare for target group reporting?

- Review the types of target groups & the target values in the AF with your partnership
- Verify if AF figures are counting individuals or organisations
- Make sure all partners know who is responsible for which share in reaching them and reporting them
- Make sure all partners agree on when "1" value is to be considered reached (degree of involvement + individuals vs. organisations)

What type of information is expected under the target groups section?

- "Target groups involvement"
  - Timeline of involvement : in the production of the output (consultation, cocreation) and/or in the dissemination
  - Types of involvement: workshops, B2B, conference, seminars…
- "Breakdown of target groups reached"
  - Breakdown per Target Group type and Member State (if available)
  - Target group types = as listed in Application Form and in the supporting evidence
  - Reported information matches value reported in total/year
  - Reported information matches values from supporting evidence

What type of evidence is accepted?

Consolidated overview table

Julie LEFEBVRE: Drop down list can be edited in the DATA tab	Julie LEFEBVRE: One line to be filled in per target group value counted	**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 (BE, FR, NL, 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 --	

What type of evidence is accepted?

- Attendance sheets
- Meeting reports including list of attendees
- Notes from phone conversation/ email as proof of contact/ follow-up
- Google Analytics from websites
- Screenshots from online events or meetings
- Number of views for visual materials (YouTube, Vimeo…)
- Distribution list
- To be tailored based on the type of dissemination

What if there are confidentiality issues?

- Reporting in line with GDPR regulation
- Data remains confidential at JS level
- Data can be anonymised:
  - In case individuals are counted, you can list the organisations and put crosses or job titles in place of people's name

Can the reported figures apply for several outputs?

- Double counting should be clarified
- Possible if foreseen in the Application Form originally, coherent with target groups listed

What should I avoid?

- Project partners are not target groups
- Sending raw data, multiple documents that have not been aggregated (in case of high reported values)
- Reporting values which cannot be evidenced
- Do not report cumulative values for the value reached in current reporting year

Any other question on Target groups?

Work plan

Is it possible to overachieve on outputs or to deliver in advance?

- If you think you can deliver an output in advance, check with the JS before marking it as delivered
- Do not mark an output as delivered if it cannot be evidenced or finalised yet

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

When should I provide evidence of deliverables/outputs?

- Whenever a value is reported as achieved
- When box « Has evidence » is ticked

Can I refer to previous monitoring moments for already reported/achieved deliverables, activities and outputs?

- Reference to previously approved APRs can be made, e.g. « See APR 2019 »

- In case of Milestone Reports in the reporting year:
  - Information on progress should be provided in the APR
  - Reference can be made to the Milestone Report Annexes for evidence of achieved values

How to organise evidence delivery?

- Setting-up an evidence register

Work package 1			
Deliverable code	**Type of evidence**	**Annex title / reference**	**Description**
D1.1.1	URL; Username: XX; Password: XX	Not needed if starts with deliverable code	https
D1.2.1	Document		Event in XX on 3rd and 4th June 2019: Meeting agenda, Attendance list, List of companies attended, photos, minutes of the meeting
D1.2.2	Document		Event at the XX on 25 November 2019:
D1.3.1/D1.3.2	URL		https
	Document		Challenges Inventory
D1.4.1	Excel		Challenges Inventory Jan 2020
	Picture		Challenges on portal
D1.5.1	Document		Presentation slides, minutes of the meeting, photos

What if I have a pending major modification?

- Major modifications approved by December 2021: APR can be based on revised Application Form (if APR opened after 12/21)
- Major modifications to be decided in February 2022: refer to major modification coming and justify deviations

How to clearly report on deviation(s)?

- Explain causes of deviations at WP level and activities/deliverables

If applicable, please describe and justify any problems and deviations, including delays from the work plan presented in the Application Form, and the solutions found.

In this work package, there have been some problems or delays. Deliverables D.1.1.4 and D1.2.3 required more work and effort than we had foreseen at the start. A new partner enrolled in the project and needed some time to catch up. Due to Covid-19, the workload for many project partners increased, there were slower internal processes, due to staff working at home or there were delays in staff recruitment. In the Netherlands and the UK, the engagement of schools has been severly delayed due to repeated school lockdowns as a result of the COVID 19 crisis. In both countries, partners are working out a strategy to pick up collaboration with schools again in 2021. The deadline for the final delivery of the WP1 output has been moved to 2022 in a major modification and the partnership does not foresee problems in meeting this deadline. So work package 1 is slightly behind schedule, but the delay is manageable.

947 / 1,500 characters

	Planned delivery month	Target value	Achieved value ⓘ	Status ⓘ	Has evidence ⓘ
	30/04/2020	1	0	Behind schedule	✓

Deliverable title

D 2.2.1

Coaching programme for the NEETs

Description of the Progress achieved in the production ⓘ

A draft for the coaching programme was deveoped by PP8,PP10 and PP11. In this document the planning is mentioned as well, and as stated this will be further finetuned as more pilots took place during 2021. In the last WP2 meeting in Dec 2020, the partnership decided to further develop workshop materials for NEET young people, based on existing materials (modules). This will be further completed in 2021. The in this deliverable dealy was due to changes in staffing in PP8 and PP11.

484 / 500 characters

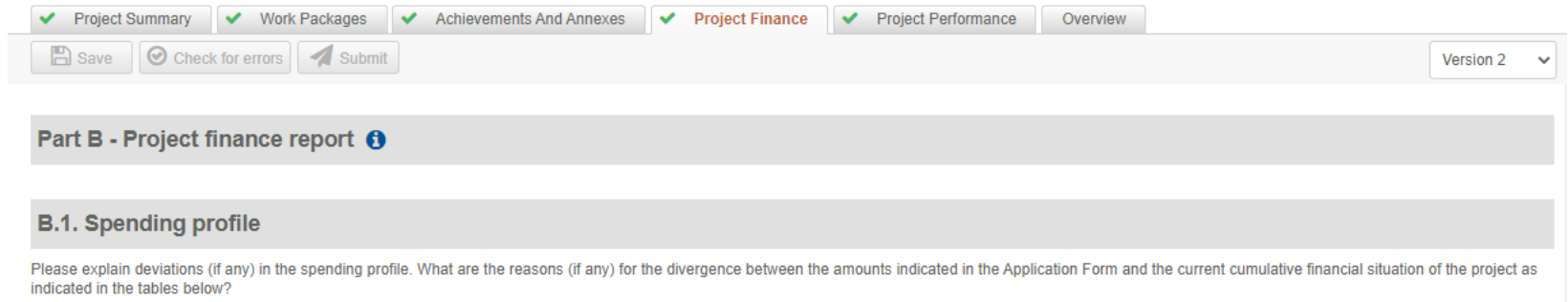# How to clearly report on deviation(s)?

- Explain causes of deviations activities/deliverables

- Indicate new expected delivery date

How to clearly report on deviation(s)?

- Explain causes of financial deviations

What should I avoid?

- Status of delivery incoherent with the description of progress and/or reported achieved value

Any other question on the Work plan?

Closure Report

Is a Closure Report different from an APR?

- Closure Report (CR) = Annual Progress Report + Project Closure tab
- Specific results: Cumulative reporting since project start
- Target groups & work plan: Only report on progress made since last APR, no cumulative reporting

Is a Closure Report different from an APR?

- ## Closure tab with additional questions:

| ! **Project Summary** | ! Work Packages | ! Achievements And Annexes | ! Project Finance | ! Project Performance | ! Project Closure | Overview |

✓ Cross-border added-value

✓ Horizontal principles

✓ Durability and transferability

✓ Future outlook

✓ Feedback to the Programme

Project closure

Annex to the last Annual Progress Report

I. **Cross-border added-value**

1. What were the partners able to realise together that could not have been possible (or to a lesser extent) without cross-border cooperation?
2. What kind of changes has the project brought to the partners? Please compare these changes to the initially expected benefits for the partner organisation in joining the project.
3. Are there any unexpected benefits from the project that were not foreseen at application stage?
4. How did the observer partners benefit from the cross-border project?
5. To which extent did the observer network add value to the project results?
6. Has the project created any synergies with other projects/initiatives (Interreg or other)?
7. What have been the main challenges as regards to working in a cross-border partnership?

II. **Horizontal principles**

1. Please review how your project has contributed to sustainable development?
2. Please review how your project has contributed to equal opportunities and non-discrimination?
3. Please review how your project has contributed to equality between men and women?

To be filled-in by comparing what was foreseen in the AF and the reality of the implementation

Interreg
2 Seas Mers Zeeën
European Regional Development Fund
EUROPEAN UNION

Any other question on the Closure Report?

Where to find help?

- APR webinar on 2 Seas YouTube channel
- Q&A
- Recording of Online Refresher Training 2020
- JS Officers & Territorial Facilitators
- Measurable results checklist
- Specific results matrix
- Evidence register template
- Evidencing results template
- Target groups monitoring template

Interreg 2 Seas Webinar | Annual Progress Report

Any other questions?

Thank you !