Central Baltic Programme 2021-2027

Lead Partner Seminar

31 October 2023 | Turku

Goal and topics of the seminar

Support and tools for the Lead Partner for successful and eligible project implementation

Lead partner's role and duties in the project implementation

Eligibility issues, Simplified Cost Options

Communication requirements

Agenda

10:00 – 10:15	Welcome
10:15 – 10:45	Programme principles and the Lead Partner role
10:45 – 11:05	How to make project partnership work – project experience
11:05 – 11:15	Break
11:15 – 11:45	Overview of programme objective 6 - Improved employment opportunities projects in Central Baltic programme
11:45 – 12:45	Lunch (provided)
12:45 – 13:15	Eligibility and Reporting Simplified Cost Options
13:15 – 14:00	Communication requirements and channels
14:00 – 15:00	Group work with coffee
15:00 – 15:10	Closing of the day

Programme Principles

- Focused, result oriented and measurable
- Clear cross-border added-value
- Simplifications and cost efficiency

Result orientation

- To achieve changes together => cross-border partnerships

Programme objective – Result indicator – Target value

The change targeted and achieved together!

- **Projects** – only means to achieve programme results => we intend to choose the projects with the best impact and realistic to implement by strong partners.

- If necessary for achieving the results, propose the change in activity plan, propose reallocation of the resources,..

EXPECTED RESULTS

|	
PROGRAMME OBJECTIVE 1 More exports by SMEs	As a result, companies achieve sales and contracts on target markets.
PROGRAMME OBJECTIVE 2 More new scaled-up growth companies	As a result, companies achieve scaled-up status as, for example attract investment, develop new product or expand their team.
PROGRAMME OBJECTIVE 3 Joint circular economy solutions	As a result, product and service cycles and chains are improved.
PROGRAMME OBJECTIVE 4 Improved coastal and marine environment	As a result, the load of nutrients and other harmful substances to the Baltic Sea is reduced from various sources.
PROGRAMME OBJECTIVE 5 Decreased CO2 emissions	As a result, CO2 emissions are reduced from intermodal transport nodes and areas.
PROGRAMME OBJECTIVE 6 Improved employment opportunities on labour market	As a result, people's competitiveness on labour market and entrepreneurship capabilities are improved and additional anti-discriminatory policies are applied by organisations.
PROGRAMME OBJECTIVE 7 Improved public services and solutions for the citizens	As a result, solutions are taken up or upscaled by organisations.
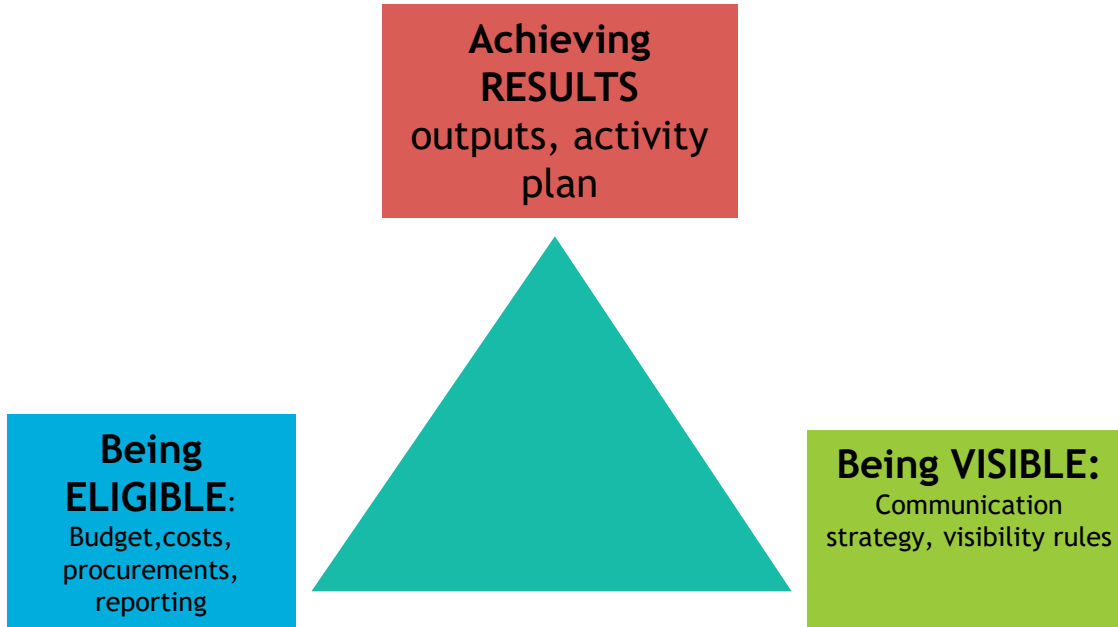
Origins of the Lead Partner role
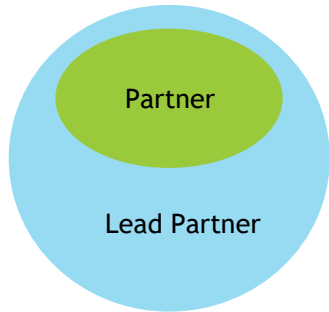
- Lead partner is also a project partner

- Lead partner responsibilities originate from:

  - Project activity plan (application)
  - Programme manual
  - Guide for Project Implementation
  - Subsidy Contract

- Lead Partner delegates the tasks and obligations to the partners via Partnership Agreement(s)

Partner

Lead Partner

Project implementation is a joint effort of all project partners

- Make sure that all partners understand the targeted results, their role and responsibilities:
  - ✓Implementing activities
  - ✓Using the budget
  - ✓Disseminating and communicating
- Organise meetings and support the partnership
- Make sure all partners know where to get information about programme rules

Lead Partners' first tasks

- *Co-ordinate fulfilment of the conditions*
- Check and sign Subsidy Contract
- Prepare and sign Partnership Agreements
- Fill the necessary information in Jems
- Organise project management team and set up processes and structure for internal communication
- Form Steering Group and organise first meeting

Keeping the project on track during implementation

- Be aware, follow sequence of activities, project timeline, the use of budget
- Be informed, involved **proactively** in all activities – be on top of the project!
- Project event quality and feedback from participants, stakeholders
- Organise the system of recording outputs and results
- Organise state aid Article 20a data collection by partners
- If problem occurs (partner(s) underperform, certain activities not efficient, target group's not reached, delays, budget over- or underspending etc.)**,**

Take initiative:
- talk to partners
- analyse the situation
- work out solution
- contact JS

Co-ordinating reporting (1/3)

- Make sure that partners know where to get information about reporting and eligibility
- Keep the deadlines for partner reports and project report
- Remind project partners about deadlines
- Set internal deadlines
- If partner report is not sufficient, intervene, explain how to correct

Co-ordinating reporting (2/3)

- Report reflects the project work plan
- Do not copy-paste from partner reports – generalise, integrate, choose relevant evidence...
- Inform about deviations, needs for change
- Money will not arrive after partner reports are certified => Project report

Coordinating reporting (3/3)

- Make sure all reported costs are relevant/linked to activities in work plan

- Manage, coordinate proactively changes and modifications

- Follow the use of flexibility rule

- Timely committing

Project changes and modifications

- Small/technical or big/significant
- Plan well ahead
- Involve all project partners into modification discussions
- Communicate to JS contact person

Mid-term progress meeting

- Halfway through the project implementation participate in the mid-term progress meeting with JS contact person

- Prepare to discuss the project progress
  - Reaching objectives, results, outputs
  - Implementing activities
  - Using budget
  - Cooperation between project partners

Lead Partner responsibilities after project ends

- Final report/ last report - tbc
- Report on their result indicators one year after the project ends
- Sustaining project results and/or outputs
- Update your project webspace on the centralbaltic.eu website: a summary of the project's results and links to all outputs and results
- Fulfilling legal obligations related to maintaining documents and materials of the project
- Providing information to JS, MA and auditors upon their request
- Lead partner should not disappear after project ends!

Support to Lead Partner

- Programme Manual
- Guide for Project Implementation
- Subsidy Contract
- www.centralbaltic.eu
- Central Baltic programme events
- JS contact person

Please tell us shortly about your project!

- **What results do you plan to achieve? How?**

- **What is the project partnership?**

- **What is special about your project?**

Women Online, Creative GPS, EFE, WOTECH, EAS Work

Types of (conditions) approved PO6 projects per result indicator

*small project

red – first call

green – second call

Increasing labour market competitiveness	Anti-discrimination strategies in companies	Entrepreneurship for less competitive age groups
Wood for Youth	Silver strategies	We C Business
Take the Challenge!	**EAS Work***	SocEntYouth
Tour4Youth		Silver Entrepreneurs
CeMeWE		CBYE
Women Online*		
Creative GPS*		
EFE*		
WOTECH*		

Contribution to result indicators

2nd call small projects

Project	PSR 6: Number of people with increased competitiveness on labor market	PSR 7: Number of organisations with applied anti-discriminatory policies	PSR 8: Number of people with increased entrepreneurship
Women Online*	70	0	0
Creative GPS*	60	0	0
EFE*	15	0	0
WOTECH*?	150	0	0
EAS Work*	0	20	0
Total:	295	20	0
Total planned for the programme	1800	90	950

APPROACH AND SCOPE

The goal is to strengthen and improve employment opportunities on the labour market through joint efforts in the region.

The approach derives from the challenges of **less competitive groups** in the society to access work opportunities, and labour market inflexibility.

When is the result achieved?

• **Number of people with increased competitiveness on labour market**	**People with increased competitiveness: work contract achieved; work affiliation achieved; new qualification gained, certificate proving the completion of study programme; actively job-searching.**
• **Number of organisations with applied additional anti-discriminatory policies**	**Companies with anti-discriminatory policy applied: policy prepared, approved and applied.**
• **Number of people with increased entrepreneurship**	**People with increased entrepreneurship: successful completion of complex entrepreneurship programme.**

After the project ends:

Projects will be asked to report on their result indicators <u>one year after their end</u>. You must ensure that the data is collected and submitted in due time. The programme will also ask for general information on the durability of outputs and results as well as follow-up activities after the project ended.

Templates – centralbaltic.eu/For Projects/ Documents

Keeping of all documents – 5 years or 10 years in case of state aid.

PO6 thematic webinar in February 2024
about 2 hours – learning more about other projects and how to keep track on results and outputs. Other issues?

Preferable dates: beginning of February 13:00 – 15:00

For ALL PARTNERS

2 Feb

5 Feb

6 Feb

7 Feb ?

ELIGIBILITY OF COSTS AND REPORTING

Budget

- The **budget is defined in the Application Form** in Jems and confirmed by the project funding decision
- Each project partner is responsible for its own budget
- Funding based on 6-months reporting periods

Reporting

- No advance payments
- Costs paid by project partners, ERDF share reimbursed after report is approved
- Reporting takes place **in Jems**
- Lead partner gives project partners **rights for reporting** in Jems

Starting reporting in Jems

Eligibility basics

- Follow the principles of **sound financial management**
- All costs must be **free from partiality and conflict of interest**
- **No double financing**
- Follow the **CB communication requirements** (official brand)
- Requirements for documentation, tendering or any other relevant rules apply for all partners

Currency

- Budgets are in euros
- Euro country partners (Estonia, Finland including Åland, Latvia) report the costs **always in EUR**
- Swedish partners report:
  - Staff hourly rate unit cost and real costs in **SEK**
  - Face-to-face event unit cost and Project management equipment unit cost in **EUR**

Real costs and Simplified Cost Options

- Real costs must be **visible in the partner bookkeeping** on a separate project account
- The Simplified Cost Options are reported based on **pre-defined calculation methods**
- Costs covered by a Simplified Cost Option cannot be reported under any other cost categories as real costs

Value Added Tax (VAT)

- VAT is an eligible cost, despite the partner VAT status.
- *The <u>exception</u> is project partners to whom the funding is granted as State Aid under the General Block Exemption Regulation <u>(GBER) Article 20</u>:*
  - *If the partner cannot recover VAT, then it is part of the eligible cost*
  - *If the VAT can be recovered by the partner, the VAT is not an eligible cost*

Timing

- Only costs incurred and paid during the project duration (**between the start and end date**) are eligible

- Project start and end date are fixed in Jems

- **Real cost** must be reported in the reporting period **when the cost incurred and was paid out**

- **SCO** must be reported in the period when the **activity financed by SCO was implemented**

REAL COSTS AND SIMPLIFIED COST OPTIONS

Project budget
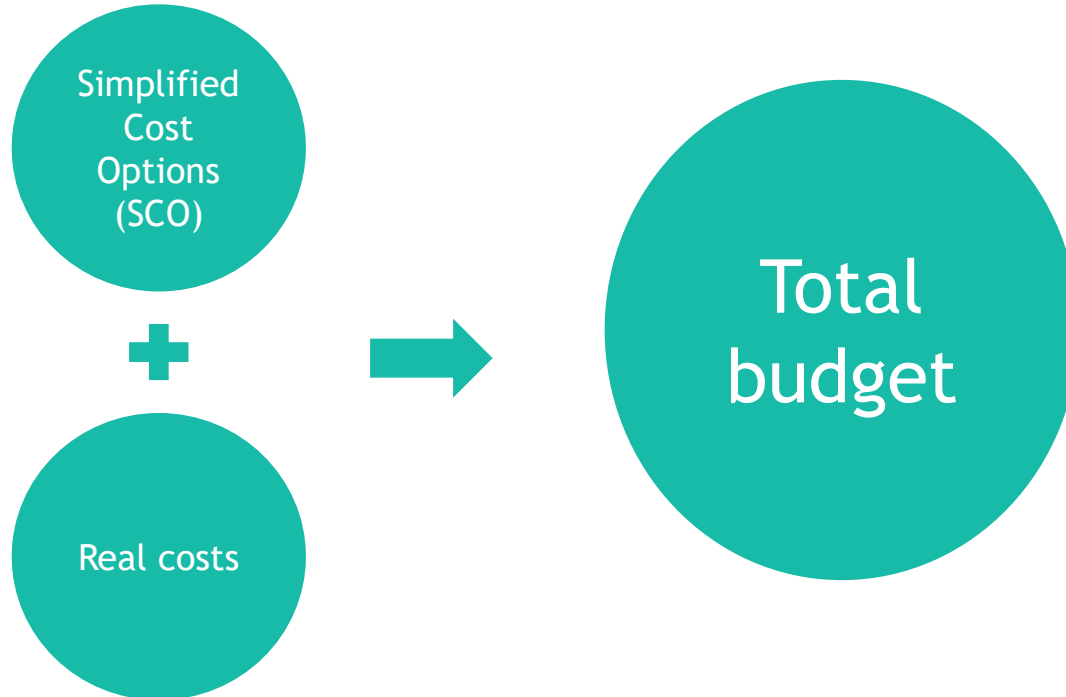
Simplified Cost Options (SCO)

- Preparation costs – lump sum
- CC Staff costs – hourly rate unit cost
- CC Office and administration – flat rate 15% of the staff costs
- CC Travel and accommodation – flat rate 15% of the staff costs
- CC External expertise and services – face-to-face event unit cost
- CC Equipment - project management equipment unit cost

Using simplified cost options is mandatory!

Real costs

Real costs necessary for achieving project results can be budgeted and reported in cost categories:

- External expertise and services
- Equipment

Preparation cost

- € 13 550 (total cost) preparation cost lump sum
- Preparation cost will be paid when:
  - ✓ Project is contracted
  - ✓ Lead partner has inserted bank details into Jems

Using simplified cost options is mandatory!

COST CATEGORIES (CC)

- Staff costs
- Office and administration
- Travel and accommodation
- External expertise and service
- Equipment

Cost category: Staff costs

SCO Hourly rate unit cost:

Estonia	Finland (including Åland)	Latvia	Sweden
29 €	36 €	24 €	501 SEK

- For each employee working for the project – regardless of position - in one country the same hourly rate will be calculated.

Using simplified cost options is mandatory!

Reporting staff costs

- Documents for **each project employee:**
  - **Work contract or similar document** which shows that the person is employed by the partner organisation and is working for the project
  - **Report of hours** and employment confirmation
- Paid only for hours **actually worked** on project tasks
- Hourly rate includes salary payments and other costs directly linked to salary payments and paid by the employer
- Maximum 1 720 hours per calendar year/**860 hours per reporting period** can be reported per full time employee

Cost category: Office and administration

- **Flat rate 15% counted of the eligible staff costs**
- Covers office rent, IT systems, telephones, accounting etc. - see **full list in the Programme Manual**
- Items listed in Programme manual under CC office and administration **cannot be reported under any other cost categories**
- Any real costs cannot be reported on CC Office and administration

Using simplified cost options is mandatory!

Cost category: Travel and accommodation

- **Flat rate 15% counted of the eligible staff costs**
- Covers travel and accommodation costs of **staff of the project partners**
- Any **real costs cannot be reported on CC Travel and accommodation**
- Travel and accommodation costs of external experts, target group and steering group members are reported on CC External expertise and service

Using simplified cost options is mandatory!
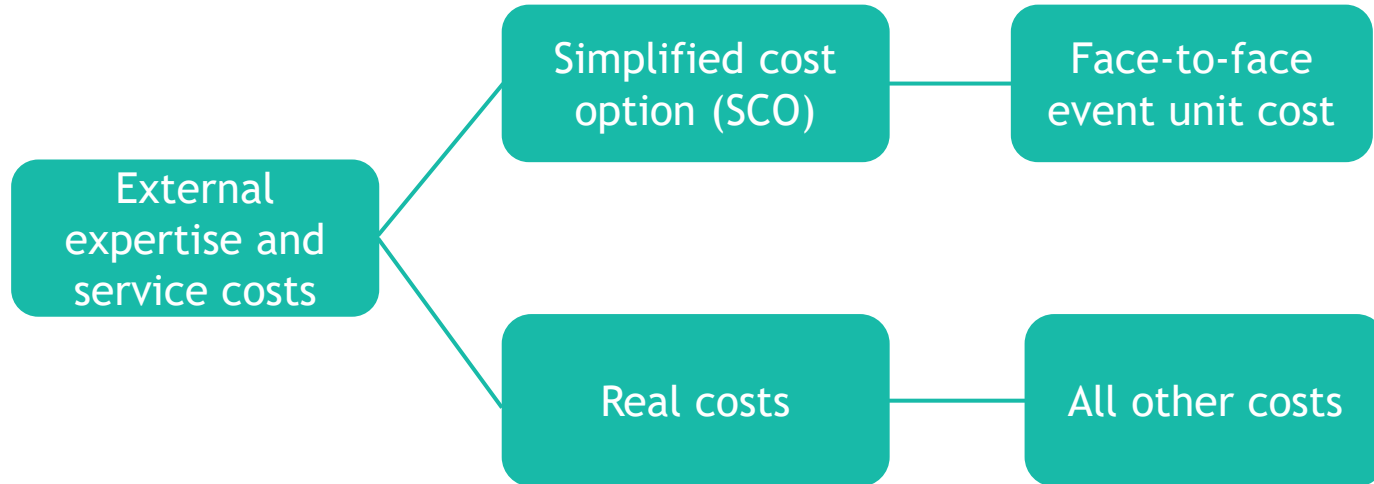
Cost category: External expertise and service

Face-to-face event unit cost

Estonia	Finland (including Åland)	Latvia	Sweden
55 €	81 €	51 €	87 €

- **Mandatory for face-to-face events organized by project** within the programme area and including participants outside the partner organization

Face-to-face event unit cost

- Covers catering service and room rent, including regular conference room equipment

- Any **real costs cannot be reported** for catering service and room rent, including regular conference room equipment

- **Real costs can be reported** for: expert costs for example moderator, external speaker, training provider; marketing; specific event equipment and materials.

Reporting Face-to-face event unit cost

- Calculated per event day per participant
- Defined according to the country where the event takes place
- Required documents:
  - ✓ Agenda
  - ✓ Signed participant list for each event day

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID		nent	Description ℹ	Comment ℹ	Total invoice value	Number of Units	Price per unit	
R1.1	☐	📅	1st training session	8.-9.08.2023	0,00	20,00	55,00	0

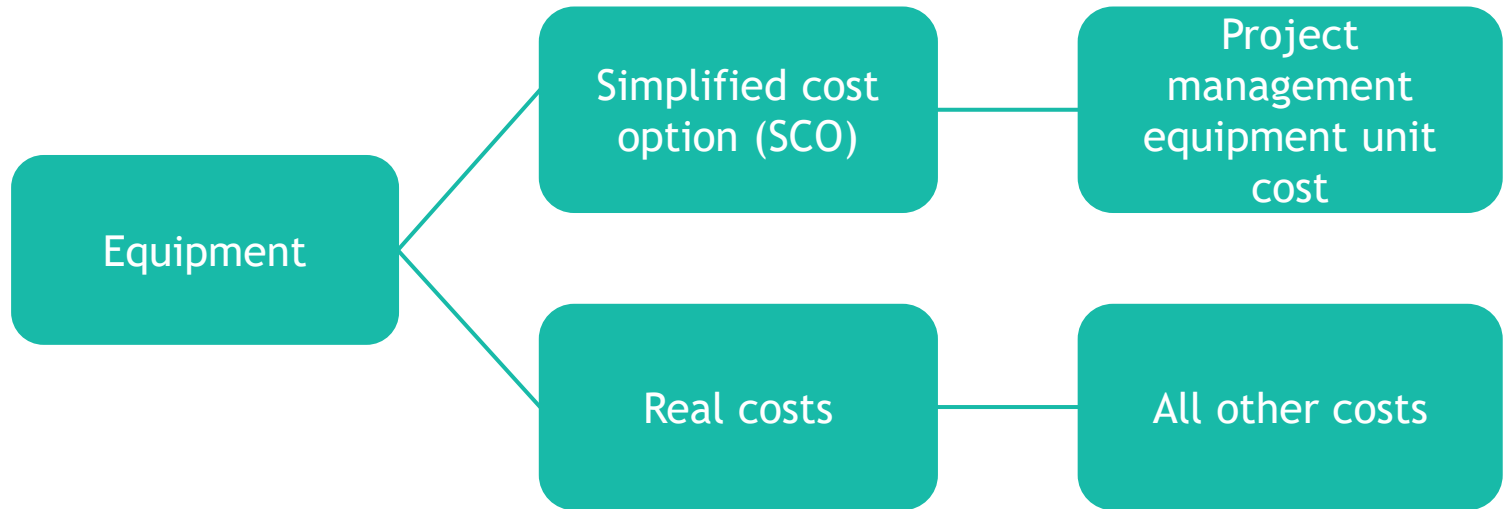Number of participants (10) x number of event days (2) = 20

Cost category: External expertise and service

Real costs can be reported for:

- External **experts and service providers** essential to the project
- **Travel and accommodation for external experts**, speakers, chairpersons of meetings and service providers, **target group**
- Participation in events (**registration fees**)

- All costs are subject to public procurement procedures
- Sub-contracting between project partners is not allowed

Project management equipment unit cost

Covers equipment to implement the project:

- laptops and computer/tablet with accessories such as the basic software, mouse, keyboard, headset, camera, docking station and a screen(s)

- other office equipment, which are needed to successfully carry out the implementation of a project

- Any **real costs cannot be reported** for those items

Using simplified cost options is mandatory!

Reporting Project management equipment unit cost

- Calculation is based on the **reported staff cost hours** worked for the project (0,23 EUR per staff cost hour)

- Reported as one amount for all staff of the project partner

- Must be reported always when staff costs are reported

ID			Date of payment	Description	Comment	Total invoice value	Number of Units	Price per unit
R1.1	☐		📅	Project Manager	May-October 2023	0,00	200,00	24,00
R1.2	☐		📅	Teaching expert	May-October 2023	0,00	100,00	24,00
R1.3	☐		📅			0,00	300,00	0,23

Cost category: Equipment

Real costs can be reported for:

- Only fixed investments in equipment and investments in infrastructure **which remain in use by the partners and/or target groups** after completion of the project
- Real costs for equipment must be directly identified in the Application Form to be eligible

- Full cost is eligible for budgeted equipment items
- All costs are subject to public procurement procedures

GENERAL RULES

Public procurement

- For costs that are estimated to exceed 10 000 EUR (excluding VAT) a **price comparison** must be made and documented. If national public procurement level applies with lower limits, those must be followed

- In case SCOs cover procured costs, the procurement documents will not be checked as part of the check of the SCO. Still, the **public procurement rules should be followed and documents kept**

- Public procurements should always be done according to national rules or following EU rules, depending on the thresholds.

Reporting public procurement

- Procurements to which the Programme, national and EU level thresholds apply **must be added in Public Procurements section in the Jems** (partner report)

- In the List of expenditure the reported **real cost is linked to inserted public procurement**

- For any procurements **above EU-thresholds** that are reported as real costs, the section Beneficial owner(s) of the contractor is filled in.

- For any **sub-contractor above 50 000 euro**, the section Subcontractor(s) is filled in

Flexibility rule

- Projects are allowed to overspend by a **maximum of 20% or 40 000 euro** (whichever is higher) of the individual cost categories **at project level**

- Using flexibility rule must be **agreed with the LP** in advance

- The project or partner **total budget may never be exceeded**
  - *If the basis cost of a flat rate (staff cost) is increased or decreased, it will also affect the flat rates!*

- The flexibility rule **does not apply to the predefined calculation methods** of Simplified Cost Options.

Audit trail

- All documents to be kept in a safe and orderly manner for **5 years** after the closure of the project, **10 years in case of state aid or investments**.

- The lead partner and the other project partners must ensure that all accounting documentation related to the project real costs is **filed separately** and that all project related real cost payments have a clearly distinguishable **book-keeping code**.

Second level audit and financial corrections

- **Second level audit** – Audit Authority and group of auditors, European Commission, other controls
- If a cost is found **ineligible at any time** during or after the project duration, a correction will be made.
- If the **basis cost of a flat rate** (staff cost) is found ineligible, it will also affect the flat rates.

Information about eligibility and reporting

- Programme Manual
- Guide for Project Implementation
- JS Contact Person
- National Controller

https://centralbaltic.eu/for-projects/documents/

Communication

Interreg
Co-funded by the European Union
Central Baltic Programme
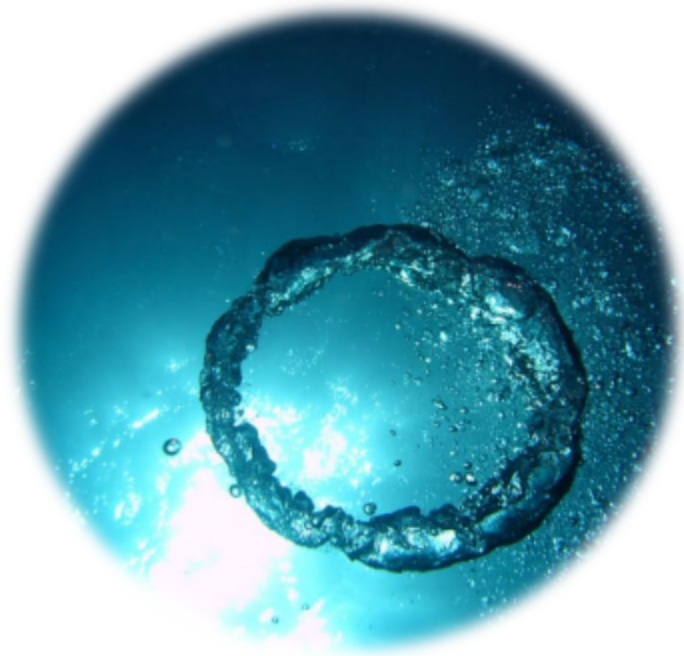
What to do?

Appoint the **main responsible** for communication

Follow the **communication & visibility requirements**

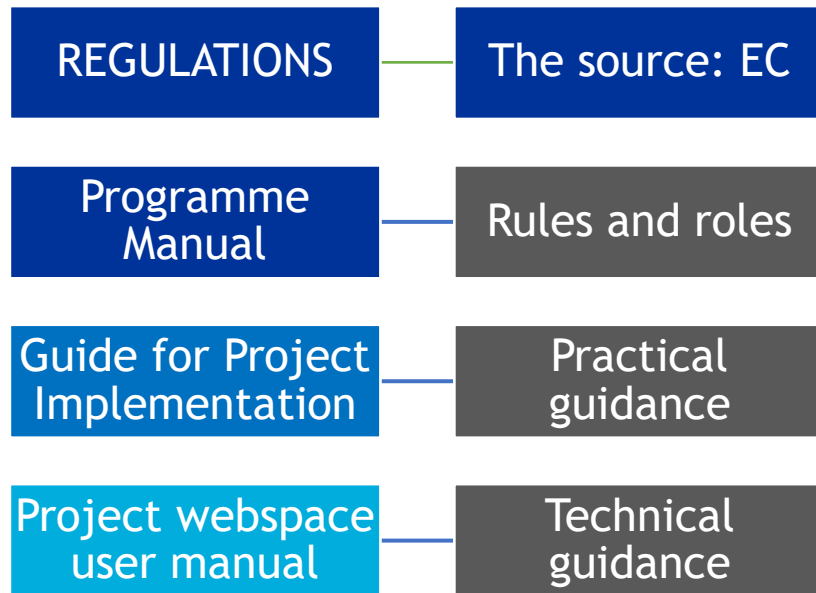Equip **partners with knowledge & tools** (rules, logo, templates)

Use relevant social media and networks

Tell your project story

Where does it all come from?

- When it comes to communication...

REGULATIONS	The source: EC
Programme Manual	Rules and roles
Guide for Project Implementation	Practical guidance
Project webspace user manual	Technical guidance

Why all these comms & visibility requirements?

- Public awareness

- Value

- Inspiration

- Wider knowledge and experience

Why to comply?

- Why not?
- Checks during project implementation
- Financial consequences
- Time loss (clarifications take time!)

find your why

Interreg brand colours (thematic objectives)

- Your project acronym corresponds to the colour scheme of the **Programme Objective**

INNOVATIVE BUSINESS DEVELOPMENT	IMPROVED ENVIRONMENT AND RESOURCE USE	IMPROVED EMPLOYMENT OPPORTUNITIES	IMPROVED PUBLIC SERVICES
1. More exports by SMEs	3. Joint circular economy solutions	6. Improved employment opportunities on labour market	7. Improved public services and solutions for the citizens
2. More new scaled-up growth companies	4. Improved coastal and marine environment		
	5. Decreased CO2 emissions		
CMYK 72/0/43/0 HEX #18BAA8 RGB 24/186/168	CMYK 48/0/89/0 HEX #9ACA3C RGB 154/202/60	CMYK 10/75/60/1 HEX #DA5C57 RGB 218/92/87	CMYK 73/9/6/0 HEX #00ADDC RGB 0/173/220

Branding and guidelines

- Custom „logos" are provided by the programme in different versions
  - colour, monochrome
  - for print and web

- Available on the Programme website

Use of the Interreg brand
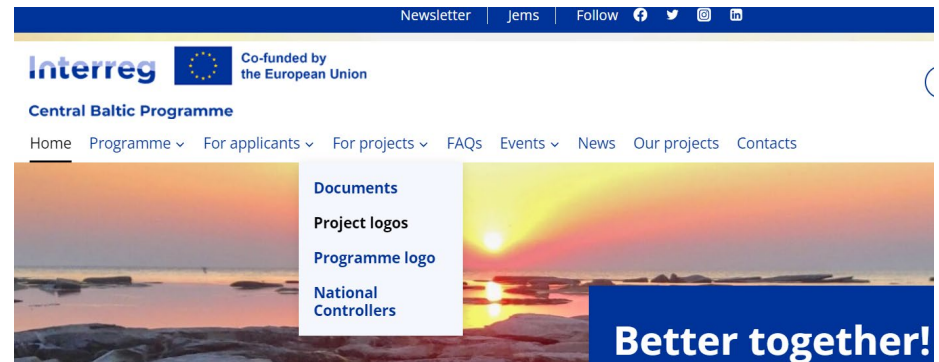
- Prominently feature the Interreg brand (logo)
    - on **all communication material** intended for the **public or project participants**
    - both on printed or digital products or websites and their mobile versions

Interreg

Co-funded by
the European Union

Central Baltic Programme

ProjectAcronym

Which Interreg logo do I have to use?

- **Use <u>one</u> of the Interreg logo versions** across your project materials.
- Whenever space allows, we recommend using **<u>your project logo</u>** as this helps your project to stand out more clearly from others.

Interreg
Co-funded by
the European Union
Central Baltic Programme

Interreg
Co-funded by
the European Union
Central Baltic Programme

ProjectAcronym

Correct use of the brand

- The standard is the full-colour version.
- Whenever full colour is not an option, use the monochrome logo (white).
- These rules apply to social media, too.

Using on colour backgrounds

- The logo should be used on white or light backgrounds.

- For dark backgrounds, place the logo in a white rectangle, with its size matching at least the clear space:
(i.e. <u>at least half the height of the EU flag</u>).

Clear space area 1/2

The clear space around the Interreg logo should be maintained.

The minimum clear space is equal with the space between the logotype and the EU emblem (i.e., **half the height of the EU flag**).

Within this area, no other graphic elements or logos may be placed.

It should be increased proportionally when the logo is scaled up.

Clear space area 2/2
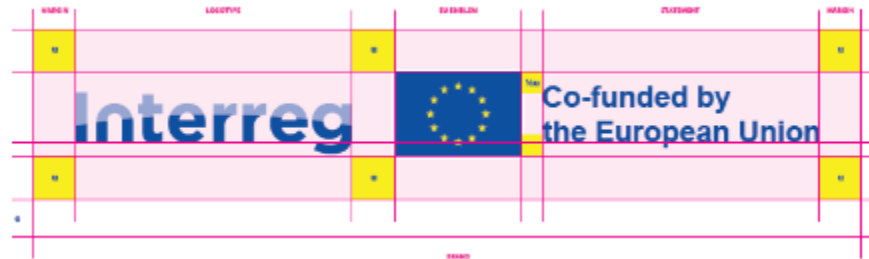
Positioning and margin sizes

These rules apply to all formats and supports - whether print or digital, small or big, vertical or horizontal.

- The Interreg logo (logotype + EU emblem) - without the statement - should be 1/4 of the page's width.

- The logo should always be positioned directly against the margin lines (left or right).

- The margins around the Interreg logo should be 1 EU emblem width and should be applied to all sides.

No rule for positioning on social media –
as long as it respects the clear space area rule.

Size

- The brand should not be used in any size smaller than the smallest size specified here. >

- The minimum height of the EU emblem must be 1 cm.

- For specific items, like pens or business cards, the emblem can be reproduced in a smaller size.

MEDIA	SMALLEST BRAND WIDTH
PRINT A4 PORTRAIT (210×297 MM)	52,5 mm
PRINT A4 LANDSCAPE (297×210 MM)	52,5 mm
PRINT A5 PORTRAIT (148×210 MM)	52,5 mm
PRINT A5 LANDSCAPE (210×148 MM)	52,5 mm
PRINT BUSINESS CARD (85×55 MM)	26,25 mm
PRINT SIGN (PLAQUE) PORTRAIT ANY LARGE FORMAT (A2+)	52,5 mm
PRINT SIGN (PLAQUE) LANDSCAPE ANY LARGE FORMAT (A2+)	52,5 mm
SCREEN SMARTPHONE (960×640 PX)	240 px
SCREEN TABLET (1024×768 PX)	240 px
SCREEN LAPTOP (1920×1080 PX)	300 px
SCREEN DESKTOP (2560×1440 PX)	300 px
POWERPOINT 16:9 (254×142,88 MM)	52,5 mm
VIDEO FULLHD (1920×1080 PX)	300 px
VIDEO HD (1280×720 PX)	300 px
VIDEO SD (1050×576 PX)	240 px

Additional (partner organisation) logos

- You may include additional (partner organisation) logos in your materials.
- Other logos are never placed above the Interreg logo.

- **The emblem (flag) has at least the same size, measured in height or width, as the biggest of any other logos.**

Interreg Co-funded by
the European Union

Central Baltic Programme

Use of supplementary visuals

Together with your Interreg logo, you can incorporate visuals and labels to enhance your project's communication if you think these bring added value.

No need to measure the **width or height** of the **EU emblem** to meet the minimum size requirement in comparison to other logos: but make sure they don't overshadow the EU emblem
(i.e. the flag).

POSTER

- **Display an information poster**
  - At all partner organisations' premises
  - minimum size A3
  - about the project and reference to the EU funding
  - well visible for the public
- Template available on centralbaltic.eu!

You can create your own!

Plaque or billboard (physical investment)

A project with a total budget exceeding 100 000 EUR

→ display durable plaque or billboard

→ clearly visible to the public

→ as soon as the physical implementation of operations **involving physical investment** start or purchased equipment is installed.

COMMUNICATION CHANNELS

Interreg — Central Baltic Programme — Co-funded by the European Union

Communicating your project

On your LP/PP website

- Aims, partners, amount of funding, its source and description of activities
- When ended, information about the achievements

Use your project webspace!

Use online channels and networks

Project webspace = one-stop-shop

Opening page:

Key figures

Discover all projects + filtering

Latest news

Upcoming events

Projects in numbers

(Stories)

Data from Jems updated automatically

PROJECT WEBSPACE

NEWS AND EVENTS

PROJECTS

Your project's webspace – parts you can edit

- Your project page
  - ✓ Project summary
  - ✓ Expected results
  - • Duration
  - • Total budget
  - • Programme priority and Programme Objective
  - • Lead Partner
  - ✓ Gallery (pictures, videos)
  - ✓ Social media

- Sub-pages
  - ✓ About project
  - • Partners
  - ✓ Contacts
  - ✓ Project materials
  - ✓ Events
  - ✓ News

EXAMPLE

[Home](#)
Baltic2Hand

![Interreg Central Baltic Programme logo — Co-funded by the European Union]

Preparations needed to set up your page

The JS will contact you with guidance so you could create introduction texts for your Project webspace:

Intro (about your project)	Expected result

The JS will add these to publish your page

How to get your account?

Created by the JS when your project is contracted

Connected to ONE email

Each LP/project will receive user credentials

Logging in with a username and password

Recovery email

Project webspace user training

- Projects can add content after publishing
- Poll about the dates

slido
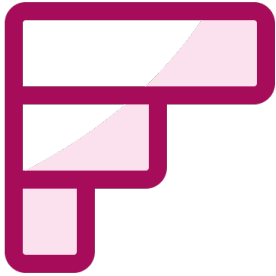
Preferred date and time for the Project webspace user training on week 48 (last week of November) (approximately 1 hour)

ⓘ Start presenting to display the poll results on this slide.

Social media and networks

Join the communities!

www.facebook.com/centralbaltic

www.linkedin.com/company/central-baltic-programme/

https://twitter.com/CentralBaltic
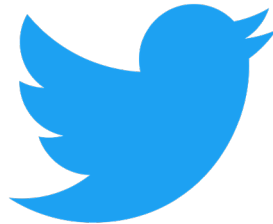
www.instagram.com/centralbalticprogramme

Social media

We encourage you to share your project's news and stories

We support you in making your activities and results visible

When you are doing project-related posts on social media, remember to include (tag) the Programme's social media handle in your post

@CentralBaltic and/or use the hashtags #centralbaltic

Newsletters

Have you subscribed?

- https://centralbaltic.eu/newsletter/

How will we support you?

| We will multiply your messages | • Project webspace (add your social media)
• Your social media |

| Let us know if something happens | • Inform your Contact person at the JS |

What's next?

Remember your national Contact Points

Support your project on regional (social media) channels

Support you in communications activities on national level

Participate in project events

Stories to last

Group work topics

1. Project's internal communication (GROUP 1)

2. Organising good quality project events (GROUP 2)

3. Support from the Programme/Joint Secreariat during the project implementation (GROUP 3)

4. Next practical steps in the project after the Lead Partner Seminar (ALL GROUPS)

➢ Summarizing the group work results 14:40 →

Time plan

13:00 – 13:10   Introduction and organising groups

13:10 – 14:40   Group works

    Coffee served from 13:45

    Also free time for discussion and networking

14:40 – 15:00   Presenting the group work results (5 min. / group)

Upcoming events for project support

- Project webspace user training, November 2023, online

- Programme Objective specific webinar (PO6), February 2024, online

- Project Implementation webinar May 2024 (tbc), online

How to make project partnership work – project experience

Lead Partner seminar for Second Call small projects

31 October 2023, Turku, Finland

Latvia University of Life Sciences and Technologies

Natalja Sterhova, Project Manager / EU co-funded projects

ActiveMoms (Aug 2019 – Dec 2021)

ActiveMoms – social inclusion of women staying at home with their pre-school-age children through employment, entrepreneurship, networking and volunteering in Latvia and Estonia

Programme priority: P4 Skilled and socially inclusive region

Target group: Unemployed mothers who belong to Latvia's and Estonia's largest ethnic minorities (Russians, Belarusians, Ukrainians and Poles) 472 persons took part in project activities!

Project outputs

- **15 events of 3 types:**
  - Round-table discussions on employment
  - Entrepreneurship days
  - Networking events with a business focus
- **Mentoring**
- **Volunteering**
- **ICT platform** supporting TGRs in employment and entrepreneurship through mentoring, networking, matchmaking and self-education
- **Holistic model for social inclusion** of TGRs through employment, entrepreneurship, volunteering and networking

Project partners

- ❑ LP   Latvia University of Life Sciences and Technologies, LV
- ❑ PP2   TTK University of Applied Sciences (TTK UAS), EE (Rakvere) / TTK University of Applies Sciences (Tallinn)
- ❑ AP3   Association "Līdere", LV

Project budget / including public co-financing / EUR:
239 574.00
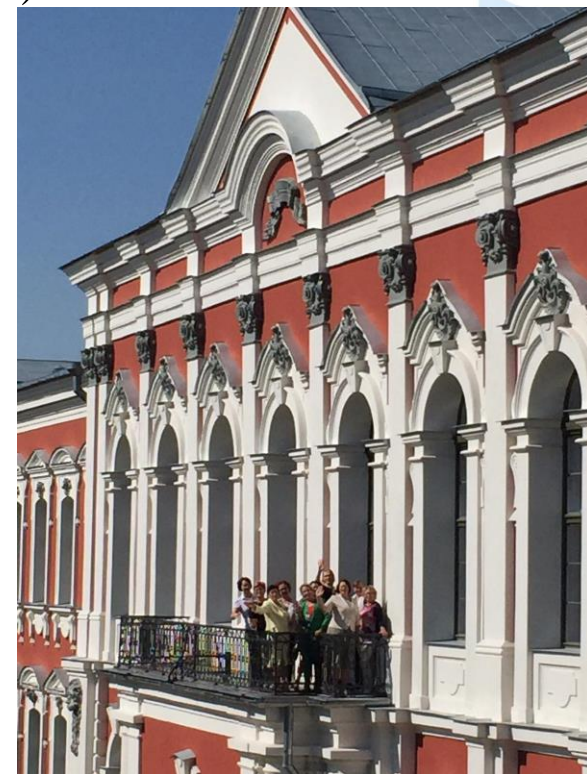
Partnership: the first steps

❖ Kick-off meeting: Steering group and Project Managment group
❖ Quality Management plan
❖ Risk matrix: internal and external risks, their description, consequences, rating, actions and responsible persons
❖ Detailed work plan in the form of a Gantt chart: main milestones, upcoming tasks, responsible persons and timing

Integration of principles of effective time, human resource, budget, quality and risk management + **result orientation**!

Risk matrix   *September 2019*

Interreg Central Baltic Programme 2014-2020

Project CB806 ActiveMoms – social inclusion of women staying at home with their pre-school-age children through employment, entrepreneurship, networking and volunteering in Latvia and Estonia
Risk Matrix

Project risks are classified in the following two categories: external and internal risks. Each risk has a rating (low, moderate or high) depending on the probability of its occurrence. Possible consequences and actions that should be taken in case of a risk occurrence have been described. Responsible persons are to be assigned for each risk.

External risks				
No.	Risk's description	Consequences	Rating	Actions	Responsible persons
1	Increase in contractors' fees	Deviations from the budget	low	Memorandums of agreement are to be signed with contractors in advance. Contractors are defined on a	Project Management Group (PMG)

Partnership: internal communication

❖ **Project Management group meetings**: once per a reporting period, different formats

❖ **Online team meetings** once every 2 weeks: Memo file on GoogleDrive (topics for discussion, decisions, tasks)

❖ **Daily communication**: email, phone, WhatsApp

Interreg

Co-funded by
the European Union

Central Baltic Programme

Risks: changes of personnel in a partner organisation / low

- ❖ PP2's Project Coordinator left the position
- ❖ New Project Coordinator was a newcomer (no prior experience, the position was not handed over)

Actions:

- ❖ LP – everyday support and explanations
- ❖ Memo – excellent material for joining the project
- ❖ Email, phone, WhatsApp

Risks: project results are not achievable / low

❖ Special characteristics of the target audience (**national minorities**) -> hard to attract in a small town Rakvere (PP2)

Actions:
❖ LP and AP3 actively communicated with their partners in Estonia too
❖ LP stimulated PP2 to take new decisions and try new ways
❖ Solution was found: Narva!

Risks: project results are not achievable / low

❖ Special characteristics of the target audience (**women with children**) -> must have a strong reason to participate in project activities (full-day events, two-day trips, child care services are needed)

Actions:
❖ Increase attractiveness of the project events (unusual approach, new ideas)
❖ Assessment forms collected after each event, partners' reports, feedback

Networking events with a business focus

❖ Where art meets business
❖ Trip to yourself
❖ Rebirth of ghosts and much more

Risks: project results are not achievable / low

❖ COVID-19 – new risk nobody expected
❖ Restrictions on event conduction and travel in both countries

Actions:
❖ Flexibility, flexibility and flexibility!
❖ Use of several event formats

Our special achievements

- ❑ MA submitted ActiveMoms project to the European Commission's competition "REGIOSTARS Awards"
- ❑ Video about ActiveMoms project -> Annual event of the Central Baltic Programme

GirlPower (Nov 2020 – Dec 2022)

Girl Power – fine-tuned entrepreneurial education for girls aged 15-18 years in Latvia and Estonia

Programme priority: P1 Competitive economy

Programme specific objective: 1.2. More entrepreneunial youth

Target group: Girls aged 15-18 years, who are enrolled in secondary education

20 joint cross-border student companies established in two rounds

80 girls participated in the project on the constant basis

Project outputs

16 events were conducted during 2 rounds. 8 events in each:

- Awareness raising and motivational conferences (local)
- Idea generation workshop
- Idea assessment workshops (local)
- Two-day hackathon (creation of student companies)
- 3 capacity- and team-building events
- Closing conference

❖ **30-hour Study module + Guidelines on how to use it for stakeholders**

❖ **ICT platform**

Project partners

- ☐ **LP**   Latvia University of Life Sciences and Technologies, LV
- ☐ **PP2**   University of Tartu, EE / Institute of Education, Centre of Educational Innovation

Project budget / including public co-financing / EUR:
379 464.13

Partnership: the first steps

- ❖ Kick-off meeting online: Steering group and Project Managment group
- ❖ Quality Management plan
- ❖ Risk matrix: internal and external risks, their description, consequences, rating, actions and responsible persons
- ❖ Detailed work plan in the form of a Gantt chart: main milestones, upcoming tasks, responsible persons and timing

Project CB926 - GirlPower
Updated: May 4, 2021
Start date: November 1, 2020

Months	Nov-20 1	Dec-20 2	Jan-21 3	Feb-21 4	Mar-21 5	Apr-21 6	May-21 7	Jun-21 8	Jul-21 9	Aug-21 10	Sep-21 11	Oct-21 12
WP Implementation												
Idea generation workshops								R1 Riga				
Idea assessment workshops (local)								R1 EE	R1 Riga			
Two-day Hackathon											R1 Riga	
Cross-border capacity building seminars												R1 EE
Closing Conference												
Awareness raising conferences (local)							R1 EE, LV				R2 EE, LV	
ICT platform												
Study module												
Guidelines on interactive Study module												
Guidelines on ICT Platform												

Partnership: internal communication

❖ **Project Management group meetings**: once per a reporting period, different formats
❖ **Online team meetings** once a week: Memo file on GoogleDrive (topics for discussion, decisions, tasks)
❖ Special consultations for partner reports' preparation
❖ Study module development: instructions, materials reviewed and amendments controlled
❖ **Daily communication**: email, phone, WhatsApp, Facebook group chat

Risks: project results are not achievable / Moderate/high

❖ COVID-19 – new risk nobody expected
❖ Restrictions on event conduction and travel in both countries
❖ Special limitation for secondary school students in LV

Actions:
❖ Flexibility, flexibility and flexibility!
❖ Use of several event formats

Risks: project results are not achievable / low

❖ Different approaches to target audience attraction in Latvia and Estonia ->
   3 Riga schools (LP) and schools in Parnu, Tartu, Viljandi (PP2)
❖ Long travel time from Riga to Tartu
❖ Difficulties for Estonian girls in communication between events

Actions:

❖ Internal discussions among teachers / experts organized by LP, joint
   solutions
❖ Search for additional motivation for students from Estonia

![Interreg Central Baltic Programme, Co-funded by the European Union logos]

Final meeting!

![Interreg Central Baltic Programme logo and Co-funded by the European Union logo]

Thank you for your attention!