

# Lead Partner Training

Reporting on Horizontal Principles  
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**Interreg**



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# Introduction

- Training is recorded
- Keep your camera on, but mute the microphone
- Q&A at the end, please post the questions in the chat

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# The goal of this training is to:

- Inspire and motivate project managers to actively promote greater inclusivity and sustainability in their project's activities.
- Explain how to report on horizontal principles.
- Introduce new guiding materials.



# See yourself as a change-maker!

Since the NPA projects receive public funding, they have a responsibility to act as role models and set a good example.

With positive results, the projects can inspire and support politicians and decision-makers to make the right, and sometimes difficult choices.

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# Kick-off your journey!

When a partnership is ready to begin implementing a project, it's customary to hold a physical or virtual kick-off meeting. During this meeting, it's recommended that the partnership discusses the specific measures that will be taken to make events, meetings, and accomplishments more sustainable and inclusive.

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# STEP 1

Name your organization's best practices with the project team!

- All the partners, incl. the Lead Partner, fill in the form and write **3 actions, guidelines, or good practices** that their organisation has implemented to make its events, activities, and performance more sustainable, inclusive and gender balanced.
- At the kick-off meeting, the partners are asked to further elaborate on their choices and explain the practices to the rest of the partnership. After the meeting, the LP collects the forms and uploads them in the JEMS as part of project's 1st period report.



## Share your organization's best practices with the project team!

Project name:

Partner organization:

As part of the preparation for your kick-off meeting, we kindly ask you to consider the best working practices that your organization follows and which you can discuss and share with your project partners. Perhaps some of these practices can be adopted as the new working practices for your project! After the kick-off meeting, the project lead will compile a list of these practices and include it in the first report. The purpose of this is to share it on our website and inspire each other.

Can you think of any actions, guidelines, or good practices that your organisation has implemented to make its events, activities, and performance more **sustainable**?

- 1.
- 2.
- 3.

Can you think of any actions, guidelines, or good practices that your organisation has implemented to have a higher and more **inclusive** reach of its events and activities?

- 1.
- 2.
- 3.

Can you think of any actions, guidelines, or good practices that your organisation has implemented to strive for **gender balance** in its leadership, activities, and events?

- 1.
- 2.
- 3.

# STEP 1 – Interreg NPA examples

Can you think of any actions, guidelines, or good practices that your organisation has implemented to make its events, activities, and performance more **sustainable**?

- Encouraging the use of regional trains instead of connecting flights
- Less (or reusable) promotional materials

Can you think of any actions, guidelines, or good practices that your organisation has implemented to have a higher and more **inclusive** reach of its activities and events?

- Focus on youth, engagement with youth organisations
- Using simple plain language

Can you think of any actions, guidelines, or good practices that your organisation has implemented to strive for **gender balance** in its leadership, activities, and events?

- Equal gender-representation among conference speakers or presenters



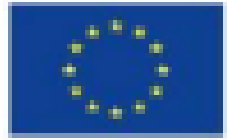
# STEP 2

## Follow your best practices

- After hearing the partners' best practices, the **partnership decides which best practices (3 for each horizontal principle) will the project adopt and adhere to during its implementation.** These, in total 9 practices are then written in the Step 2 form.
- In the Step 2 you also specify who should hear your success stories from each Horizontal principle. Sharing these experiences and information with others is essential to influence their attitudes directly and positively.
- Once the Step 2 is filled, the LP uploads it in the Shared folder in JEMS and updates the progress on HPs after 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> Period.







# STEP 2 – Follow your best practices

GENERAL INFORMATION	
Project Name	
Jems ID	

Towards a greener NPA!	
Which 3 practices have you decided to implement into your project and/or partnership?	1. 2. 3.
Who should hear about your succes?	
How are you going to tell them?	
How would you summarize your project´s progress towards these 3 (or other) practices after the 1st period?	
How would you summarize your project´s progress towards these 3 (or other) practices after the 3rd period?	
How would you summarize your project´s overall contribution towards a greener NPA?	



- C.6 Project Time Plan
- C.7 Project management
- C.8 Long-term plans
- D - Project budget ^
  - D.1 Project budget per fund
  - D.2 Overview partner / cost category
- E - Project lump sums and unit costs ^
  - E.1 - Project lump sums
- Application annexes
- Assessment & Decision
- Modification
- Shared folder**
- Export
- Project privileges

Dashboard / Applications / NPA0100011 – RoboDemo / Shared folder



# Application form NPA0100011 – RoboDemo

## Shared folder

### Shared folder

In this section programme and applicants can request or clarify anything related to the project by sharing documents with descriptions. Only programme users can delete files from this section.

### Attachments (i)

File name	Location	Upload date ↓	User	File size	Description	Actions
Payment order, Ro...	Shared folder	07.03.2024 14:58	marie.gruffman@lan:	843,7 kB		 

Items per page: 25 1 - 1 of 1 < >

 Upload file



# Reporting on Horizontal principles

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# Going beyond positive – neutral - negative impacts

- For the **1st Period** reporting, the Lead Partners are asked to attach Step 1 forms presented at the kick-off meeting in the Attachment section, and the upload Step 2 form in the Shared folder in JEMS.
- For the reporting after **3rd and 6th Period**, the Lead Partners are asked to comment how the projects are progressing towards their pre-selected best practices in the Step 2 document located in the Shared folder in JEMS.

# Be as concrete as possible!

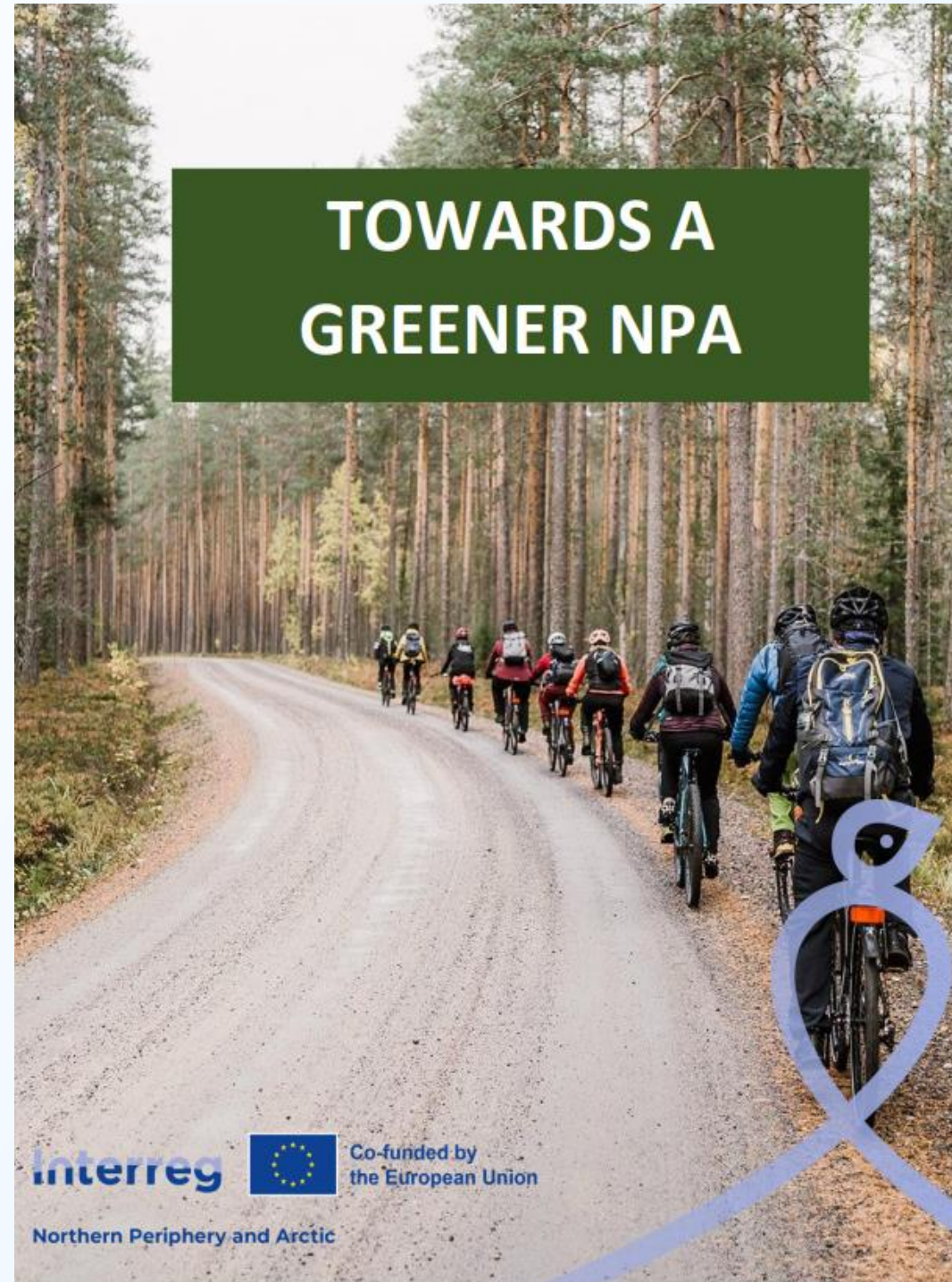
... and continue reporting after every period

## Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equality between men and women	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here

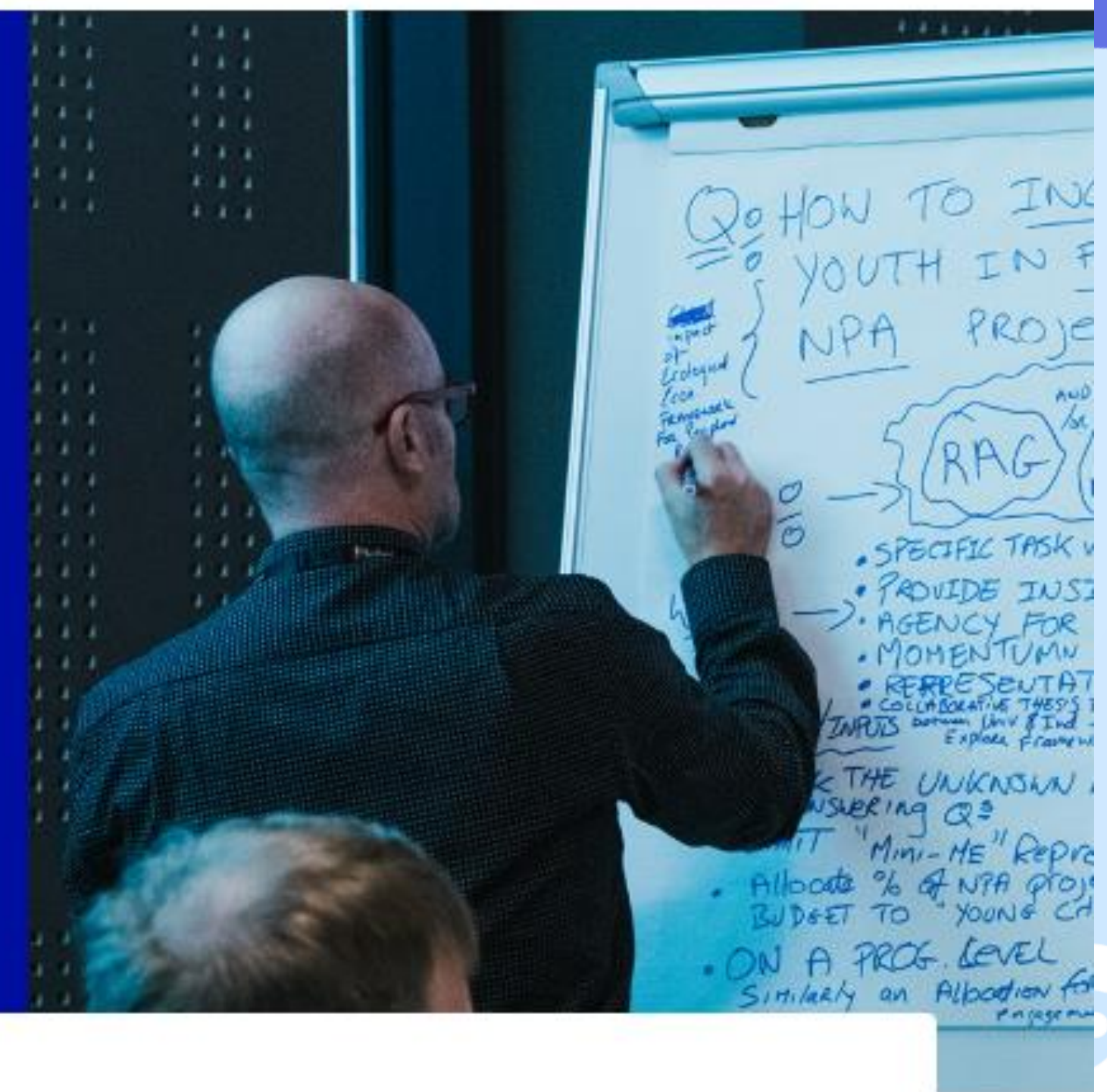
# Sharing is inspiring!



Home > Resources > **Horizontal principles**

# Horizontal principles

Towards a greener, more inclusive, and gender balanced NPA.



## What are horizontal principles?

Horizontal principles are all the principles and practices that the project is including into its planning, implementation, and evaluation to ensure that its activities are carried out in an environmentally friendly manner, the perspectives and interests of all the genders are considered, and that people of all genders, ages, nationalities, cultures, religious, identities, ethnic affiliations, sexual orientations, and people with disabilities have the same opportunity and possibility to join the project activities, get to know about the achievements, and benefit from project results.

# What to keep in mind

- ✓ Have a look at the **guiding materials and the Checklist**
- ✓ **Stay in contact with your RCPs!**  
Our Regional Contact Points are a great locally based resources for communication and dissemination purposes
- ✓ **Share your ideas and improvements with the JS,** keep us involved, also highlight the communication aspect of sharing the best practices





# Time for your questions!

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# Thank you!

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