

Lead Partner and Communication Managers Seminar

Centre for Architectural Education - Cork, Ireland
19th March 2025

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Agenda

9:15 -10:00 Parallel session

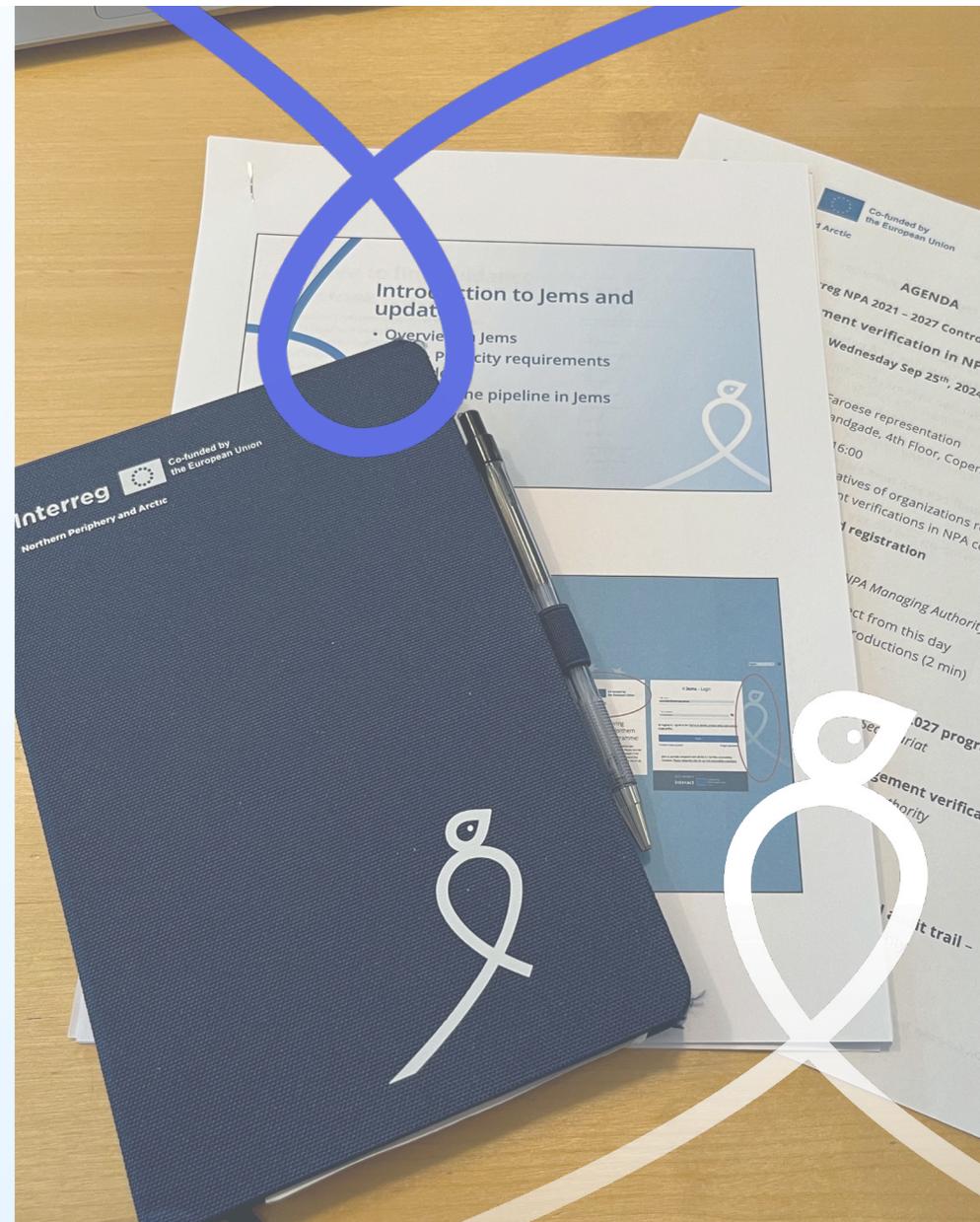
- Reporting and promoting outputs and results
- 5th call Lead partner Induction

10:00- 11:00 Treasure hunt

11:00 -12:30 Parallel session

- Synergies and opportunities for project visibility
- 5th call Lead partner Induction

12:30 Lunch



Reporting and Promoting Outputs and Results

Kirsti Mijnhijmer & Michela Gaifami - Joint Secretariat
19th March 2025

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Structure of the session

- Expectations for reporting outputs and results
- New templates for reporting outputs and results (coming soon)
- How to pitch your outputs
- Exercise



Expectations

- Report outputs and results only when **fully achieved**.
- Refer to the Programme Manual (Chapters 6.1 & 6.2) for:
 - how to count indicators,
 - how to document achievements.

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Reporting Outputs

In the project report (**Work Plan**):

- Indicate the indicator value achieved during the reporting period.
- Avoid counting the same output more than once during the project lifetime.
- Upload supporting documentation for each achieved output.
- All documentation in a clearly named zip-folder.
- Enrich with visuals, e.g. photographs, screenshots, etc.
- Follow the publicity requirements!

New Output checklists

One checklist for each output.

Purpose of the checklists:

- To document the achievement of outputs reported.
- To promote the outputs towards potential up-takers or end users.
- To support reporting to the EU Commission.
- To support the programme promoting project achievements.

Where you will find the checklists

In Jems:

- A new tab in your project report: Project Outcomes
- Create and fill in the relevant checklists.
- NOTE: some fields on the Project Outcomes tab are only relevant for your Final Report.

In the Download centre:

- Additional indicator templates e.g a spreadsheet to capture the enterprises supported.

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What to submit

For each achieved output	REQUIRED	IF RELEVANT	OPTIONAL
What to submit	<p>Output Checklist</p> <p>Choose the checklist linked to the indicator for the output achieved in this period.</p> <p>Note: all achievements linked to the same output should be grouped in the same checklist.</p>	<p>Additional indicator template</p> <p>Depending on the indicator, additional templates should be completed, e.g. spreadsheets.</p>	<p>Other documentation</p> <p>Other relevant output files and visual evidence can be uploaded, such as reports, strategy documents, manuals, images, etc.</p>
Where to submit	Project Report - Project Outcomes tab	Project Report – Workplan tab - together with achieved output, as a zip-file	Project Report – Workplan tab - together with achieved output, as a zip-file
Examples	<p>Output 1.1 – Tools for improving remote healthcare – 2 jointly developed solutions achieved in this period.</p> <p>Fill in the checklist for output indicator jointly developed solutions to report both solutions.</p>	<p>Output 2.1 – Mentoring programme for rural SMEs – 20 enterprises supported with non-financial support in this period</p> <p>Attach a spreadsheet with details about the enterprises supported.</p>	<p>Output 3.1 – Action plan for digitising rural areas – 3 joint action plans achieved in this period</p> <p>Attach the 3 action plan documents.</p>

Project Outcomes tab

Project report PR.1

Status **Submitted**

[Start verification](#)

[Reopen project report](#)

[Project report identification](#)

[Work plan progress](#)

[Project results & Horizontal prin...](#)

Project Outcomes

[Project report annexes](#)

[Report exports](#)

Project Outcomes

Project story

NOTE: if this is NOT your Final Report, please leave this field empty!
If this IS your Final Report, please follow the instructions below.

Project's relevant mentions and prizes

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty. Note: this list will be published.

Checklists for documenting Outputs, Results, and Impacts

Please select the relevant checklist to document the achievement of outputs or results reported in this project report, and click on "start a new checklist". Final Reports only: please complete one Typology of impacts checklist per project.

Additional questions to be answered (via checklist)

Select checklist template

RCO116_JointlyDevelopedSolutions

[+ start new checklist](#)

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Output Checklist Example (1)

Status: **Draft**

RCO116_JointlyDevelopedSolutions

[Finish checklist](#)

Instructions

Please complete one checklist for each project output, for which you reported an indicator achievement in the corresponding project report.

Note: In case you achieved several units for the same output indicator, please make sure to group all achievements related to the same output in one checklist.

For example, if you achieved 5 jointly developed solutions in this period, but they are related to output 2.1 (2 solutions) and output 2.2 (3 solutions), please group the achievements into two checklists, one for output 2.1 and one for output 2.2.

A. Output Description

1. Please indicate which output this checklist is linked to.

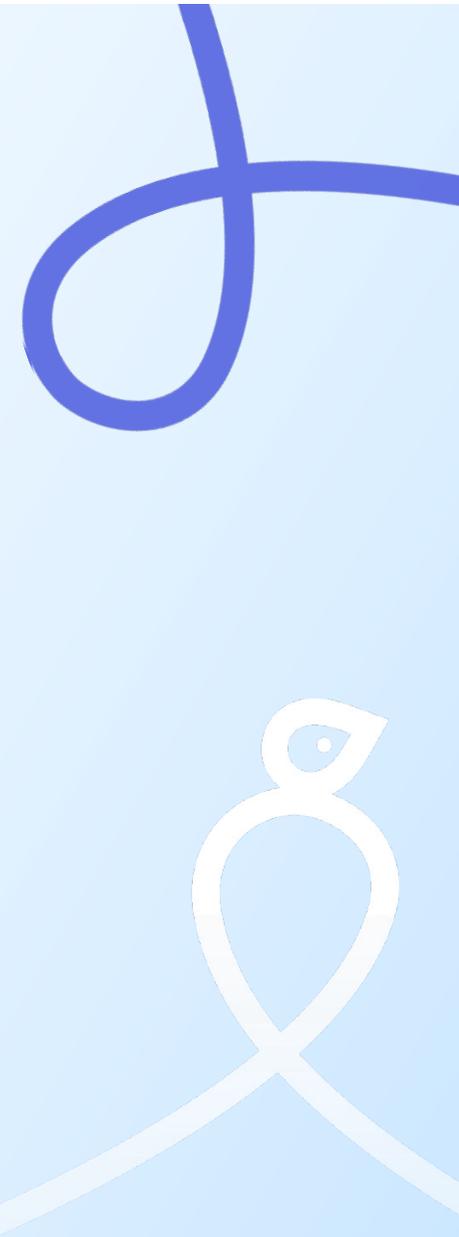
Insert output number and title

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Output Checklist Example (2)

2. Number of jointly developed solutions reported in this checklist.

Insert the achieved indicator value

3. Please confirm that the solution(s) were developed jointly.

This means with the involvement of organisations from at least three participating countries in the drafting and design process of the solution(s).

Yes No

Justification

4. Please indicate whether the solution(s) are new or an adaptation.

Please use the text box to give a short justification (1-2 paragraphs).

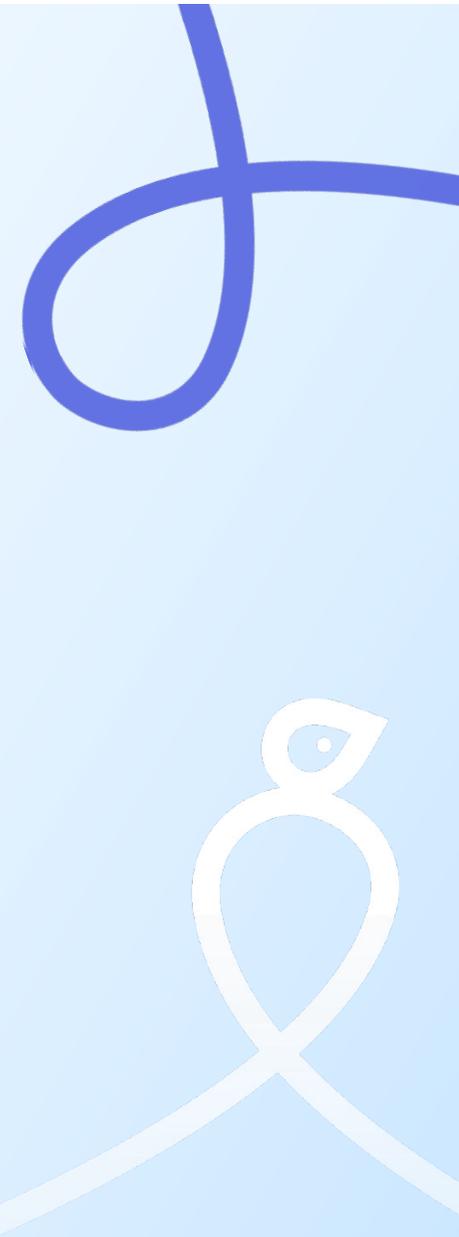
New solution(s) Adaptation or Upgrade of existing solution(s)

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Output Checklist Example (3)

B. Output Relevance

1. Please give a short and clear description of the final version of your jointly developed solution(s).

Please highlight: the purpose, the outstanding or unique features of your jointly developed solution(s), who was targeted, and what expected improvements and benefits it will bring to the target group it was developed for.

Note: this information will be used for publication, so please write this in the format of a pitch towards potential end users.

Insert your description here, 2-3 paragraphs

2. Please describe how stakeholder needs were incorporated in the development of this solution.

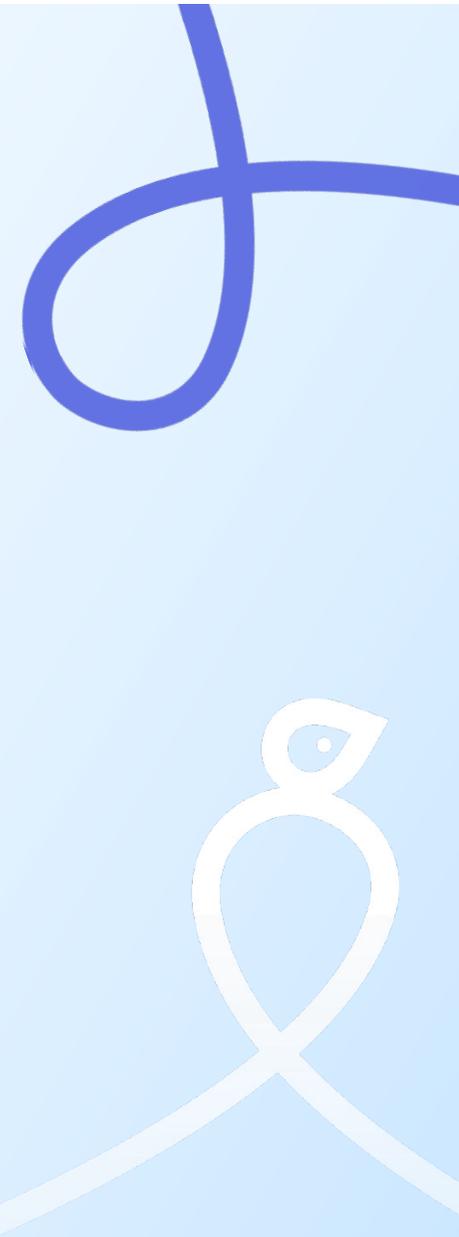
Insert your answer here, 1-2 paragraphs.

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Output Checklist Example (4)

C. Next steps

1. Please indicate what actions are needed for the solution(s) to be taken up or upscaled.

Insert your description here, 2-3 paragraphs

D. Supporting materials

1. Please list any relevant links related to this output.

For example, video links, links to documents, scientific articles, or other relevant output related links.

Insert your links here

Output Checklist Example (5)

2. Did you attach any supporting documents or visual evidence of the output to the report? If yes, please list them below.

For example, strategy documents, guidance materials, user manuals, photographs, screenshots, charts, and so on.

NOTE: please make sure to upload the files together with the relevant output in the report (work plan progress).

Yes No

Justification

E. Confirmation

Please confirm that you have met the minimum requirements for outputs and results:

All project outputs and results and supporting materials must be:

- Publicly available
- Promoted widely
- In line with NPA and EU publicity requirements
- Compliant with accessibility and GDPR rules
- Available for NPA & EU to use freely i.e. licence and royalty free

Yes No

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Project Results

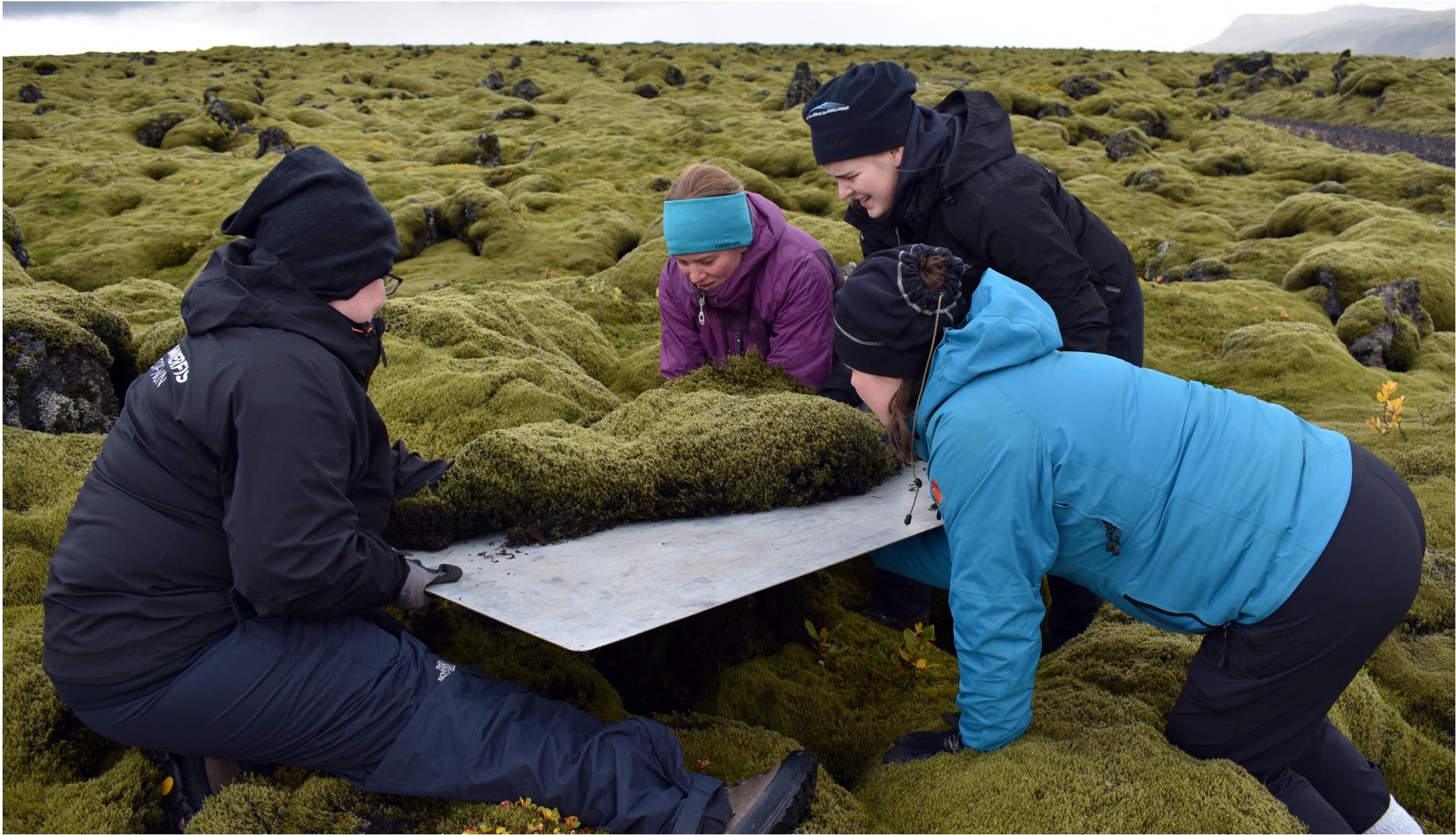
- Similar checklists will be made available for results.
- More guidance on Final Reporting will follow in a separate seminar
- Already now, you can start collecting information, e.g. testimonials and stories about the impact of your project.

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Elements to pitch your outputs

CHANGE - Describe the positive change that your output brings.

HOW - How does it work? What is going to be easier or better in my job?

TAKERS - Know who is interested in using such solutions.

WHO WILL BENEFIT - Who is ultimately going to feel the positive change?

SCALE - The level of the positive change created within the project lifetime, or expected after the end of the project.

TIME - Timeframe for when the positive change will happen, and what will happen with the solutions after the project ends.

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Time to pitch your outputs!

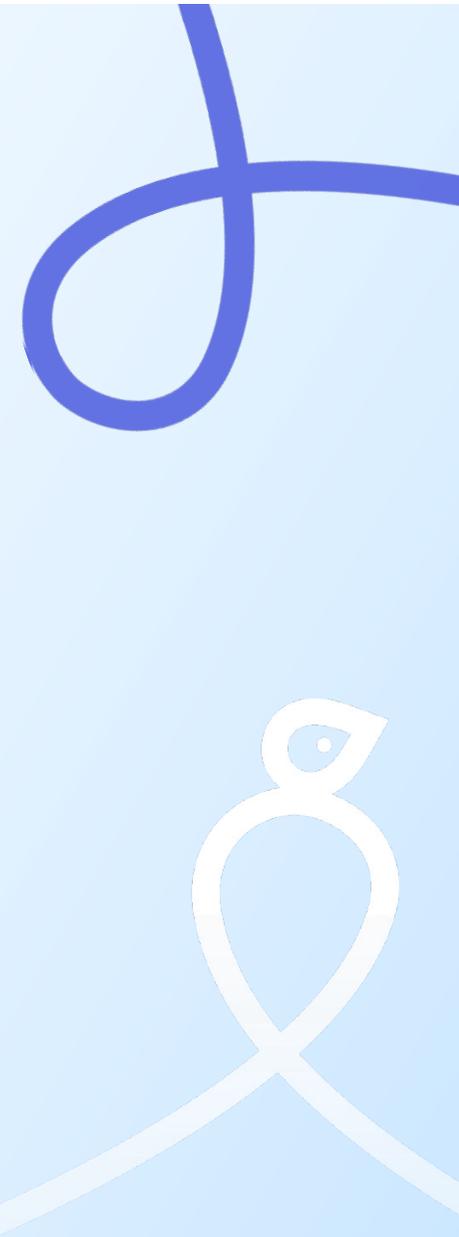
- Think about your project's key output and write it down.
- With your project colleague consider:
 - What positive change does the output bring?
 - Who are the key beneficiaries or users?
- Take turns presenting your chosen output to the group.
- The group provides constructive feedback, playing the role of a "critical taker."
- Defend your output by addressing concerns and reinforcing its value.

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Synergies with other programmes and projects

EU events, awards and competitions

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European Maritime Day

Experience from CIRCNETS

European Maritime Day 2025 in Cork, on the 21-23 May 2025.



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EU Green Week

Circular solutions for a competitive EU

EU Green Week 2025 in Brussels, 3rd to 5th June 2025.



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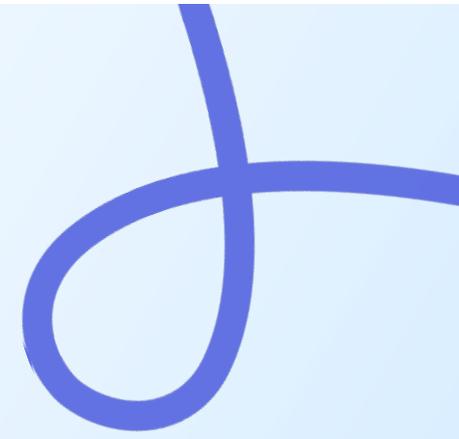
EU Sustainable Energy Week

Powering a fair and competitive green transition



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Experience of Irish regional contact point

Great to be able to showcase our [Interreg Europe PROXIMITIES Project](#) at the Association of Irish Regions Training Seminar in Athlone last week 🌍 🌱 ...more

PROXIMITIES Project [+ Follow](#)
43 followers
1mo • Edited • 🌱

PROXIMITIES at Association of Irish Regions Training Seminar 2025! 🚀 🌍

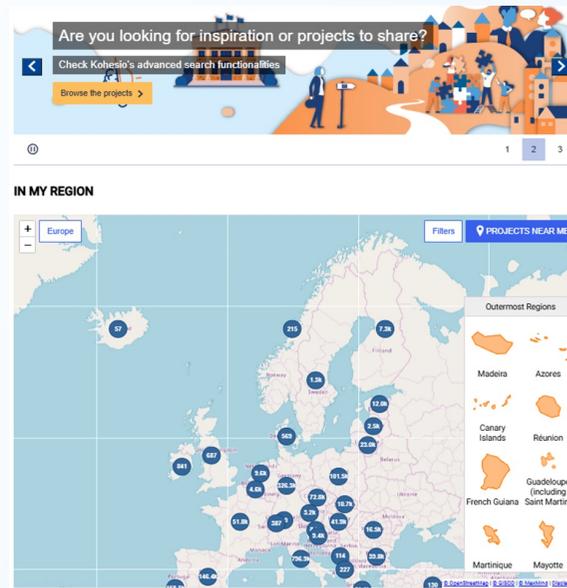
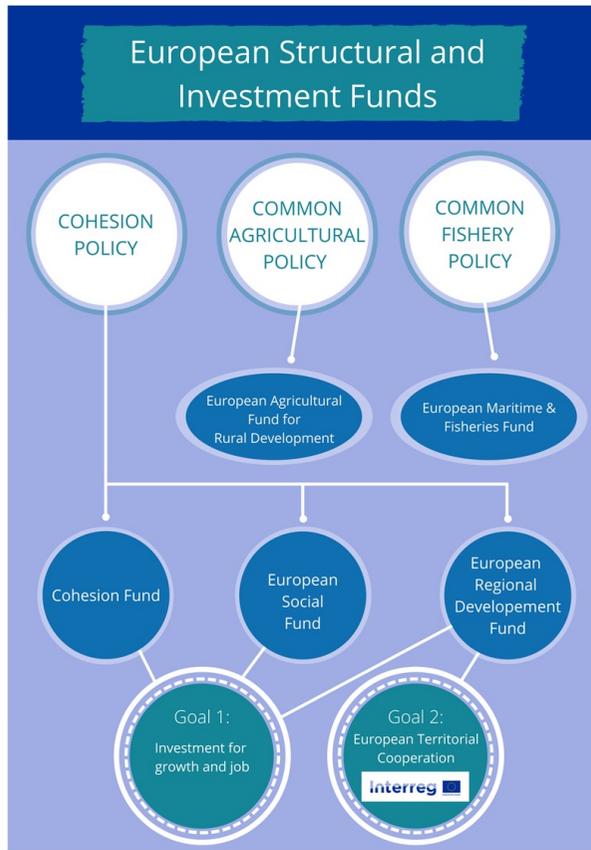
We were proud to have our Irish partner, the [Southern Regional Assen](#) ...more



Opening of EU co funded PEM Technology Gateway in Sligo

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Experience of Irish regional contact point



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Maria Walsh's Post



Maria Walsh is in Roscommon.

October 25, 2024

Today I addressed the Northern Western Regional Authority Assembly in Roscommon Co. Council. The NWRA is one of three Regional Assemblies in the Republic of Ireland. We work with key stakeholders at EU, national, regional and local level to accelerate and optimise effective regional development.



€10m funding announced for 2 midlands bioeconomy initiatives



Charles O'Donnell

October 9, 2024 12:10 pm



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Experience of Irish regional contact point



NWRA briefs Taoiseach Leo Varadkar on obstacles to regional development

➤NWRA EU Funding Network
sign up [here](#):

➤Contact: todoherthy@nwra.ie

Regiostars

Get ready for next year!

The competition categories are:

Category 1: A COMPETITIVE AND SMART EUROPE

Category 2: A GREEN EUROPE

Category 3: A CONNECTED EUROPE

Category 4: A SOCIAL AND INCLUSIVE EUROPE

Category 5: A EUROPE CLOSER TO THE CITIZENS



The winners will be announced at the REGIOSTARS ceremony, the highlight of the EURegionsWeek. As part of their prize, the winners will receive a mini-promotion campaign for their project.

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THANK YOU!

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