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Call 04 _ Technical meeting

Work Plan
Indicators
Mandatory activities
Communication activities
Investments

15 April 2024

Agenda

- | | |
|----------------------|---|
| 10h00 – 11h00 | Work plan
Indicators
Mandatory activities
Q&A |
| 11h00 – 11h30 | Communication activities
Q&A |
| 11h30 – 12h00 | Investments
Q&A |

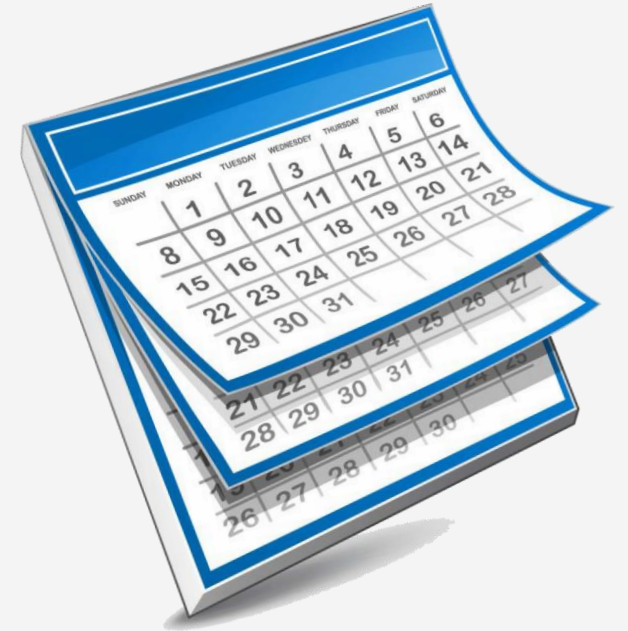
To support drafting of applications

04/04: Partnership, logical framework, strategic framework

➔ 15/04: **Workplan, Indicators, Mandatory Activities, Communication activities, Investments**

17/04: Budget, eligibility of expenditures, state aid

16/05 : Q&A session



key dates

[Get involved - Programme Interreg Euro-MED \(interreg-euro-med.eu\)](https://interreg-euro-med.eu)

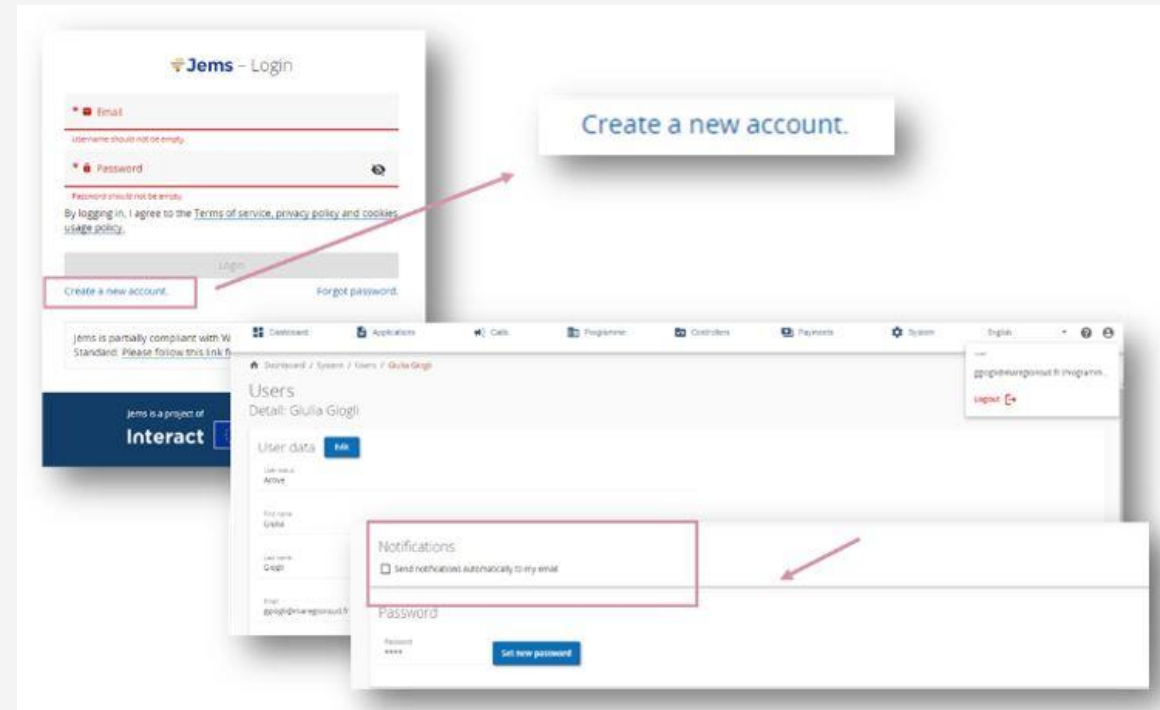
Key Steps	Dates
Opening of the Call	12th March 2024 at 13:00 (Brussels time)
Closure of the call	12th June 2024 at 13:00 (Brussels time)
Submission of mandatory annexes	26th June 2024
Assessment of proposals (one step assessment)	Between June 2024 and January 2025
Selection by the Monitoring Committee	February 2025
Pre-contracting and contracting procedures	Between February and March 2025
Starting date of the projects	1st April 2025

* This calendar is subject to change without notice.

Application through JEMS

- If you already have a JEMS account, use it
- If not, create one:

1. Connect to the Jems website: <https://jems.interreg-euromed.eu>
2. Click on **create a new account**
3. **Fill in** all the information requested
4. Find the **validation mail** in your inbox to validate your account (check your spam inbox if you didn't receive it)
5. **Fill in your profile** and authorise the reception of notification in order to be alerted by email once the AF is submitted.



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Work plan



Missions and specific objectives



Strengthening an innovative sustainable economy

1.1

Consolidating a competitive innovation ecosystem

2.6

Supporting circular economy



Protecting, restoring and valorising the natural environment and heritage

2.4

Promoting climate change adaptation and risks prevention

2.7

Enhancing Nature & biodiversity



Promoting green living areas

2.4

Promoting climate change adaptation and risks prevention



Enhancing sustainable tourism

2.6

Supporting circular economy

2.4

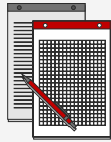
Promoting climate change adaptation and risks prevention

2.7

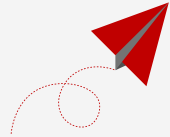
Enhancing Nature & biodiversity

Thematic projects implementation

Total projects duration (implementation + closure activities)



33 months



27 months

Starting date of the activities: **1st April 2025**

Reference documents:
Programme Manual
Terms of Reference
Courtesy A.Form

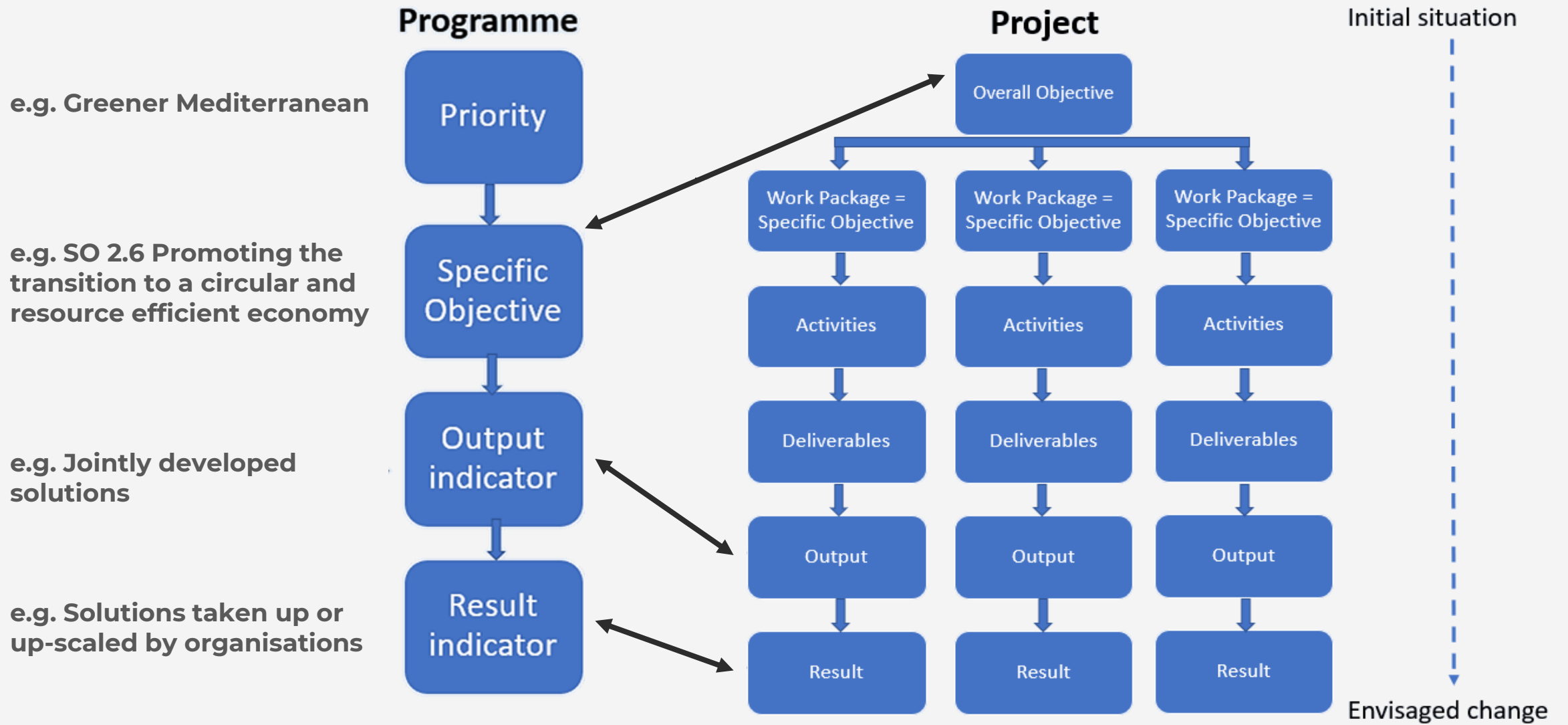
Points of attention

- **The work plan is structured around Specific Objectives**
- **Project management** must not be a work package per se

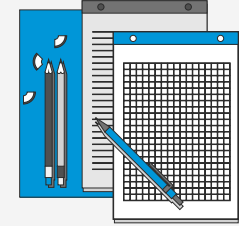
All **administrative and financial management obligations** are not listed as mandatory activities as such, since they do not need to be listed in the Work plan of the Application Form, but they must nevertheless be considered in the implementation time and budget of each partner.

- **Budget allocation per WP** is not required in the Application Form
- **Mandatory activities**

Intervention logic



Deliverables



Depending on the type of project, **an activity can have none, one or more deliverables** that contribute to the development of a project output.

Key deliverables : Only deliverables directly related and meaningful to the results shall be listed in the Application Form. No need to list intermediary deliverables.

What does it look like in the AF?

- C - Project description
 - C.1 Project overall objective
 - C.2 Project relevance and context
 - C.3 Project partnership
 - C.4 Project work plan
 - WP1
 - WP2
 - WP3

Objectives	Investments	Activities	Outputs
<h2>Work package</h2> <p>Work package number (automatically created) 1</p> <hr/> <p>Work package title XXXXX</p> <hr/>			

TIPs – Work Plan

- . Be reasonable : **Not too many WPs**, and with clear titles, so that we can clearly see the logic between them. No management WP. No communication WP.
- . Be straightforward : **S.O. description understandable** (what is the aim).
- . Be complete : if any, **Investment** section must be **filled in its totality**.
- . Be organized : in **Activities description**, we must see **who** will **do what**, depending on competencies.
- . Be selective : **Internal deliverables** (e.g. minutes of project meeting) must not be declared as such, but only mentioned in the activity description.
- . Be consistent : if your project is based on **solutions developed by other** projects, it should be visible in the Work plan

TIPs – Work Plan - timing

. Be realistic in timing & Be careful when sequencing activities.

For Test projects:

- Avoid too much time for preparation work
- Foresee enough time for pilot activities, including their evaluation
- Leave time for transfer preparation

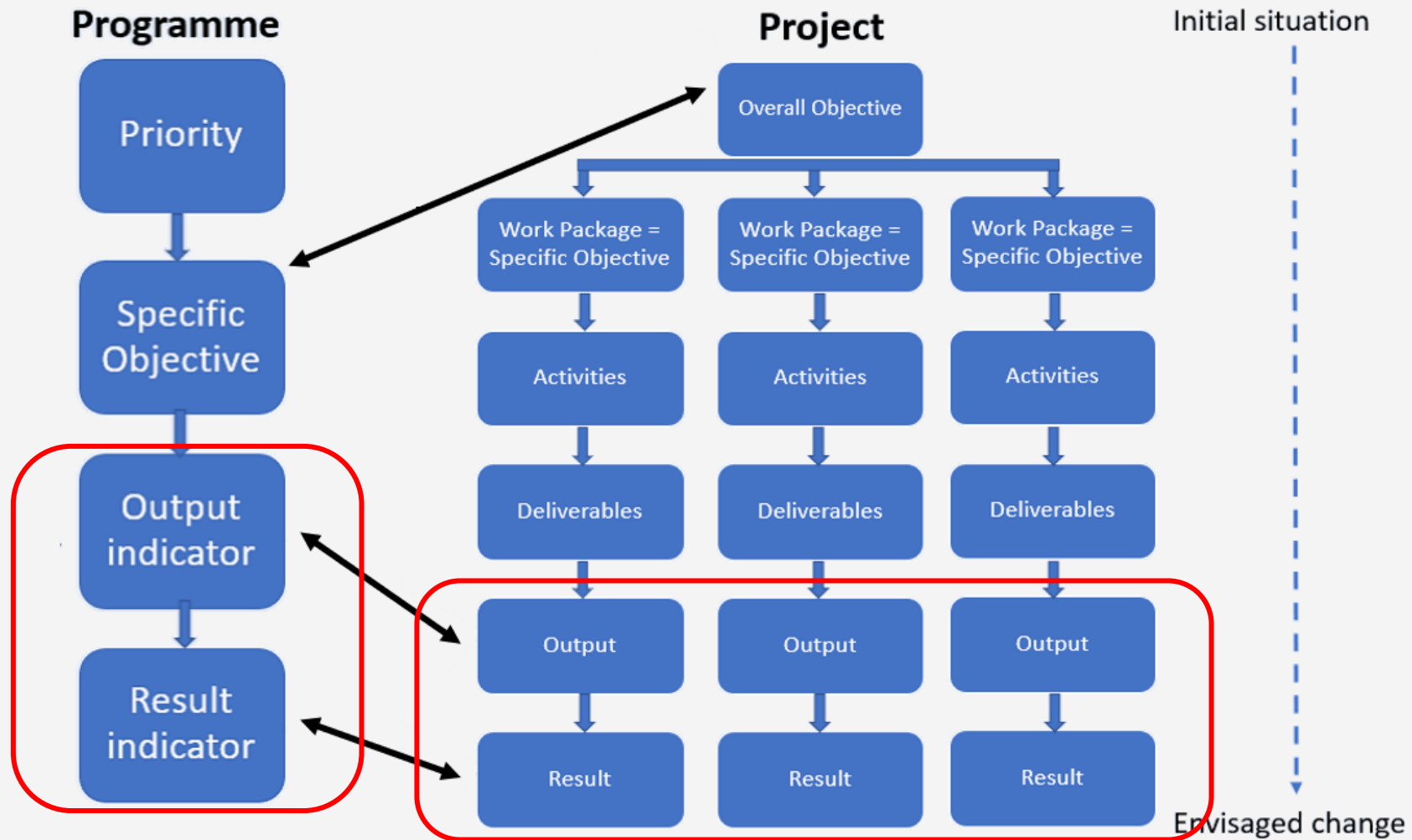
Check out the
Annex A of the
Programme
manual!

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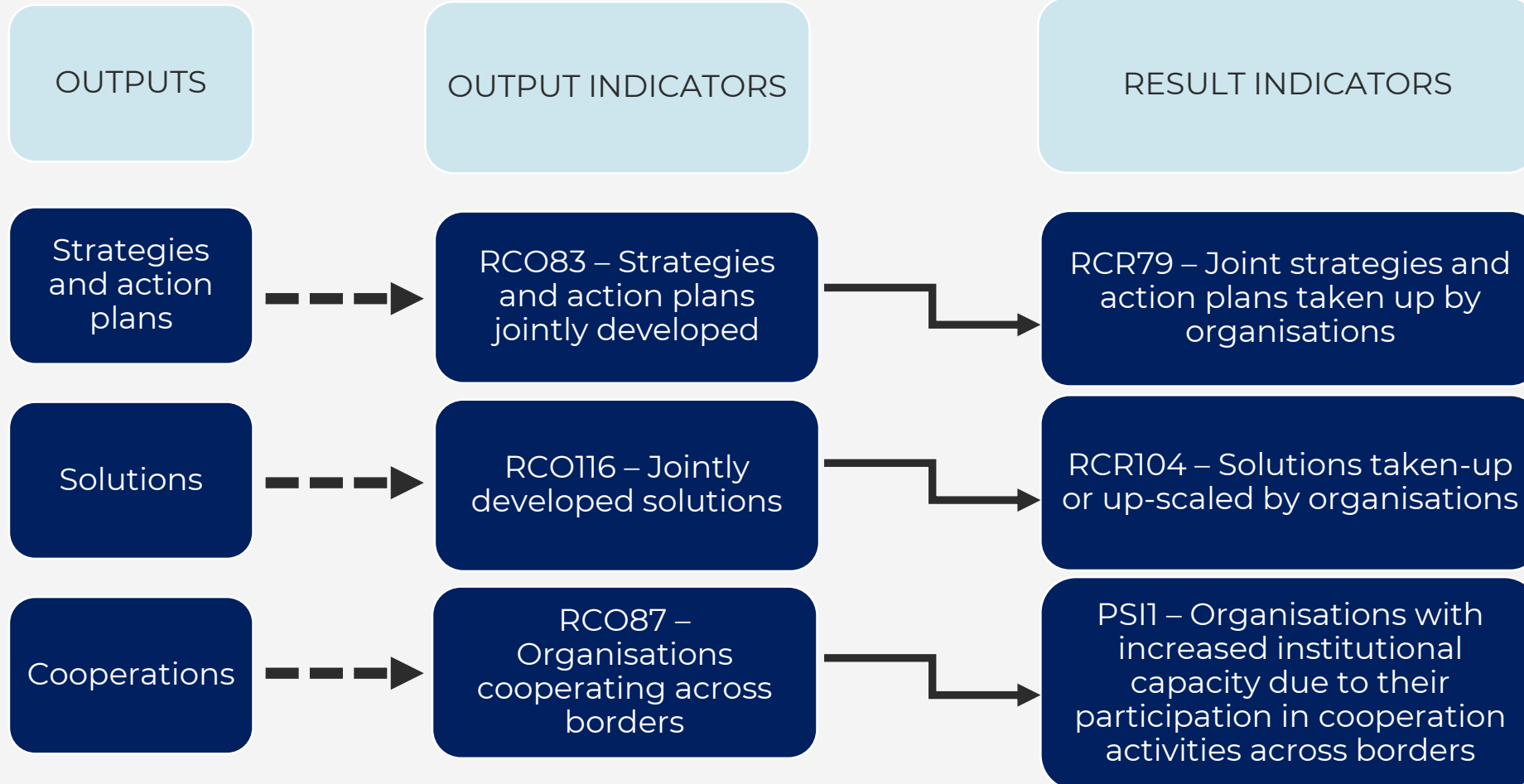
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Outputs & Results indicators



Project

Programme

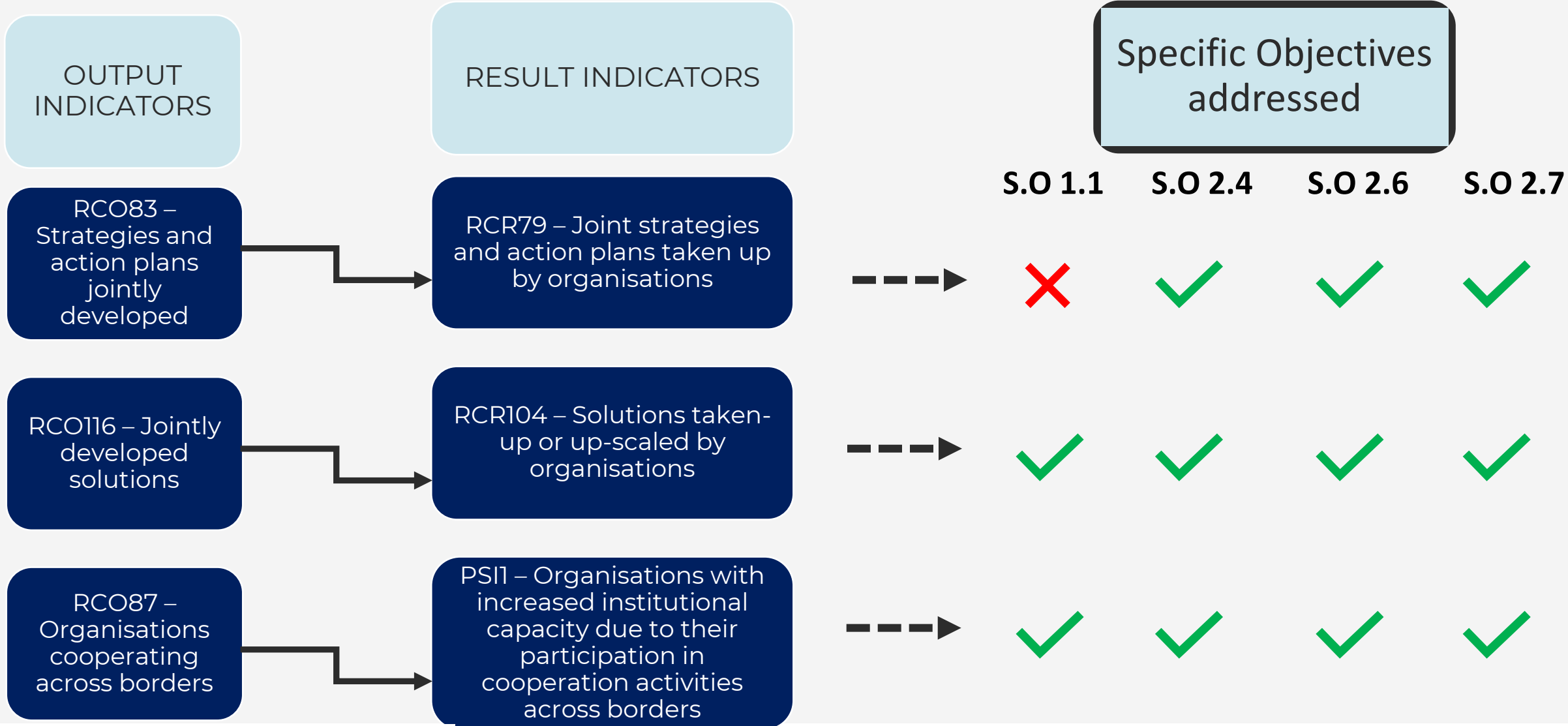


Outputs Indicators for Call 4 – Thematic projects

Output indicator	Definition
Strategies and action plans jointly developed (RCO83)	A strategy is a course of actions designed to <u>achieve a long-term goal</u> in a specific domain. An action plan is the <u>translation</u> of jointly developed strategies <u>into actions</u> . Targeted strategies should contribute to the main Mediterranean or EU strategies/directives of the topic tackled and be easily transferable.
Jointly developed solutions (RCO116)	Solutions are methodologies, tools, technologies, services, partnership/cooperation agreements and should be developed through the involvement from at least <u>2 partners</u> from the Programme cooperation area, <u>tested</u> in real conditions and easily <u>transferable</u> .
Organisations cooperating across borders (RCO87)	Organisations (<u>project partners AND associated partners</u>) participating in approved projects (whether receiving funds or not).

Results Indicators for Call 4 – Thematic projects

Result indicator	Definition
Joint strategies and action plans taken up by organisations (RCR79)	Uptake refers to <u>adoption or implementation</u> of the strategy and action plan.
Solutions taken up or up-scaled by organisations (RCR104)	Uptake refers to <u>adoption or implementation</u> of the solution. Upscale refers to <u>upgrade or improvement</u> of the solution, or to extend the scope of the solution.
Organisations with increased institutional capacity due to their participation in cooperation activities across borders (PS11)	Number of organisations that <u>actively participated</u> in cooperation activities of a project across borders and consequently increased their institutional capacity in the thematic field of the project.



What does it look like in the AF ? **RESULT**

C - Project description ^


- C.1 Project overall objective
- C.2 Project relevance and context
- C.3 Project partnership
- C.4 Project work plan
 - WP1
 - WP2
 - WP3
- C.5 Project Results**
- C.6 Project Time Plan
- C.7 Project management
- C.8 Long-term plans

C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Result 1

Programme result indicator
31PSI: Organisations with increased institutional capacity due to their participation in cooperation activities across ...

Measurement unit	Baseline	 0,00	Target value	38,00	Delivery period	Period 14, month 79 - 81, 01/07/2...
Organisation						

Result description

EN FR

TIPs - Outputs and Results indicators

- . **Always foresee** Output related to Indicator **RCO87** (organisations cooperating = **PP+AP**) and declare its related **Result PSII** (organisation with increased institutional capacity)
- . Do not forget the **JOINTLY DEVELOPED** dimension for Outputs RCO83 and RCO116 (at least 2 participating countries, but also consider the whole partnership depending on the roles).
+ **Value** should correspond to the one developed transnationally, not count all local implementations.
- . When designing Outputs, check out in Annex C of Programme manual the **criteria for validation** (e.g. tested and ready to transfer for Joint developed solutions)
- . Be realistic in the **Results target values**. As a general trend :
 - *It is estimated that 70% of the organisations cooperating in the programme will be able to demonstrate increased capacity in the relevant project thematic at the moment of project completion.
 - *It is estimated that 90% of Jointly developed solutions will be adopted by relevant organisations.
 - *It is estimated that 80% of Jointly developed solutions will be adopted by relevant organisations.

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Mandatory activities

Monitoring carbon footprint
Contributing to the Result Amplification Strategy
Communicating on activities

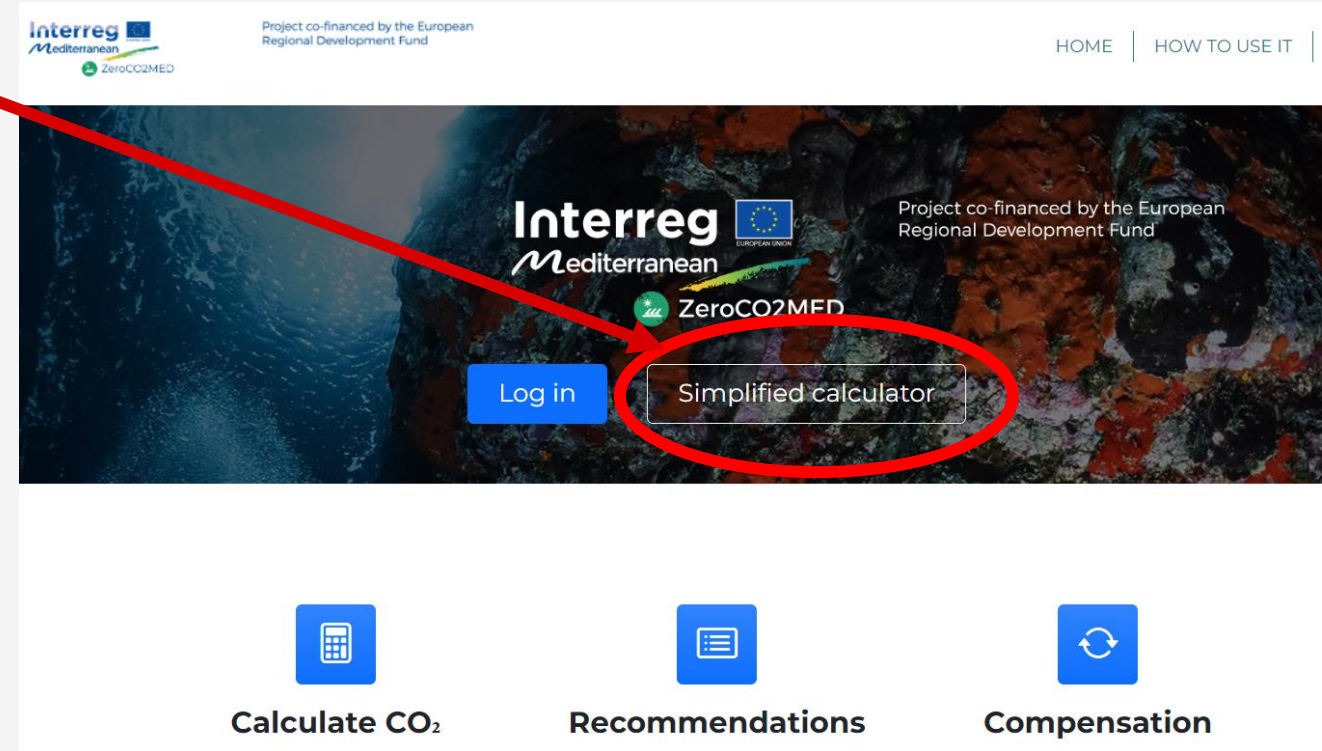
Monitoring the project carbon footprint

- **Step 1:** reduce project carbon footprint by design!
- **Step 2:** calculate the project carbon footprint
- **Step 3:** reduce your project emissions when feasible

HOW?

- ✓ Methodology for calculation
- ✓ Online tool used for the monitoring and calculation of carbon emissions
- ✓ A range of recommendations for reduction

<https://carbonfootprint.interreg-euro-med.eu/>



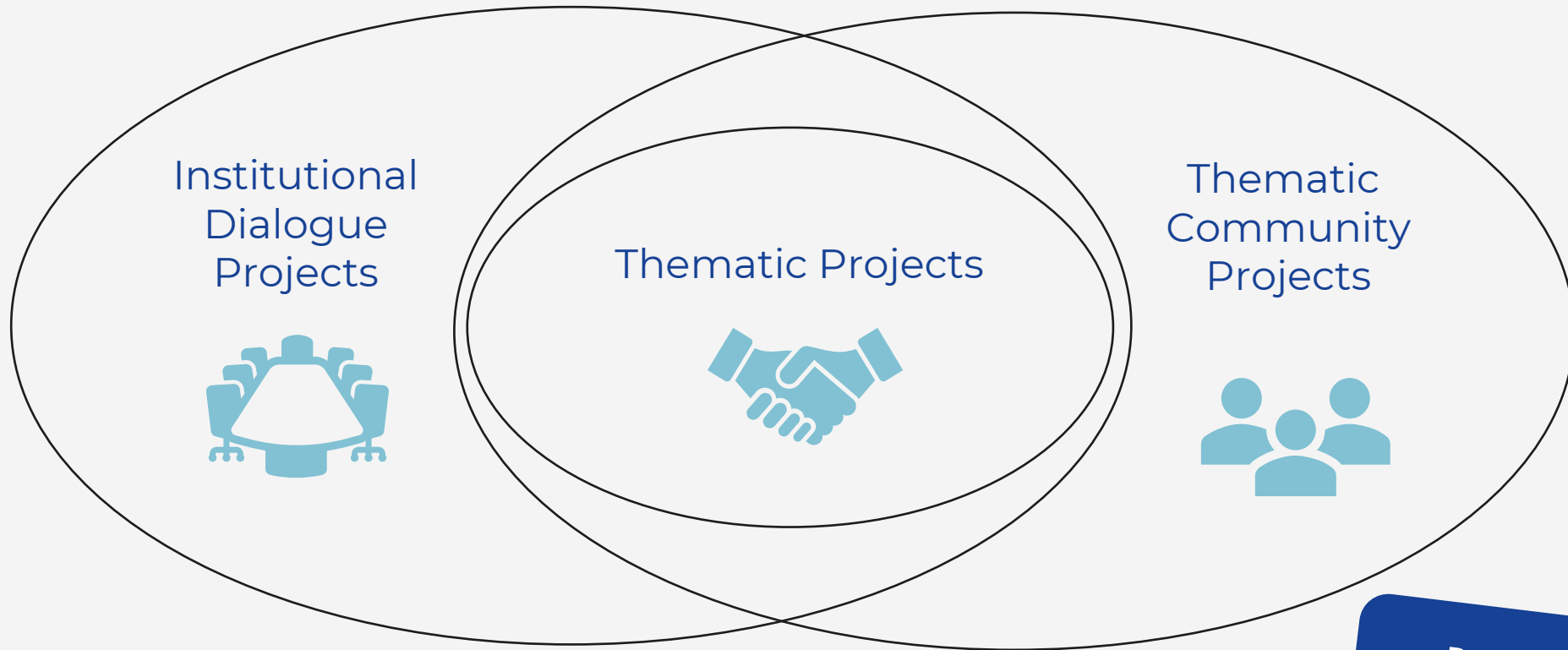
Monitoring the Carbon footprint in the AF

Activity can be included in any Work package (section C.4)

CHART 2: POSSIBLE ACTIVITIES AND DELIVERABLES TO MONITOR PROJECT CARBON FOOTPRINT

TYPE OF ACTIVITY	EXAMPLES OF DELIVERABLES
Monitoring Carbon footprint	Calculation of project carbon footprint
	Proof of carbon offsetting

Contributing to the Result Amplification Strategy



Reference documents:
Programme Manual
Terms of Reference

What is foreseen at least with Governance Projects



F2F meetings



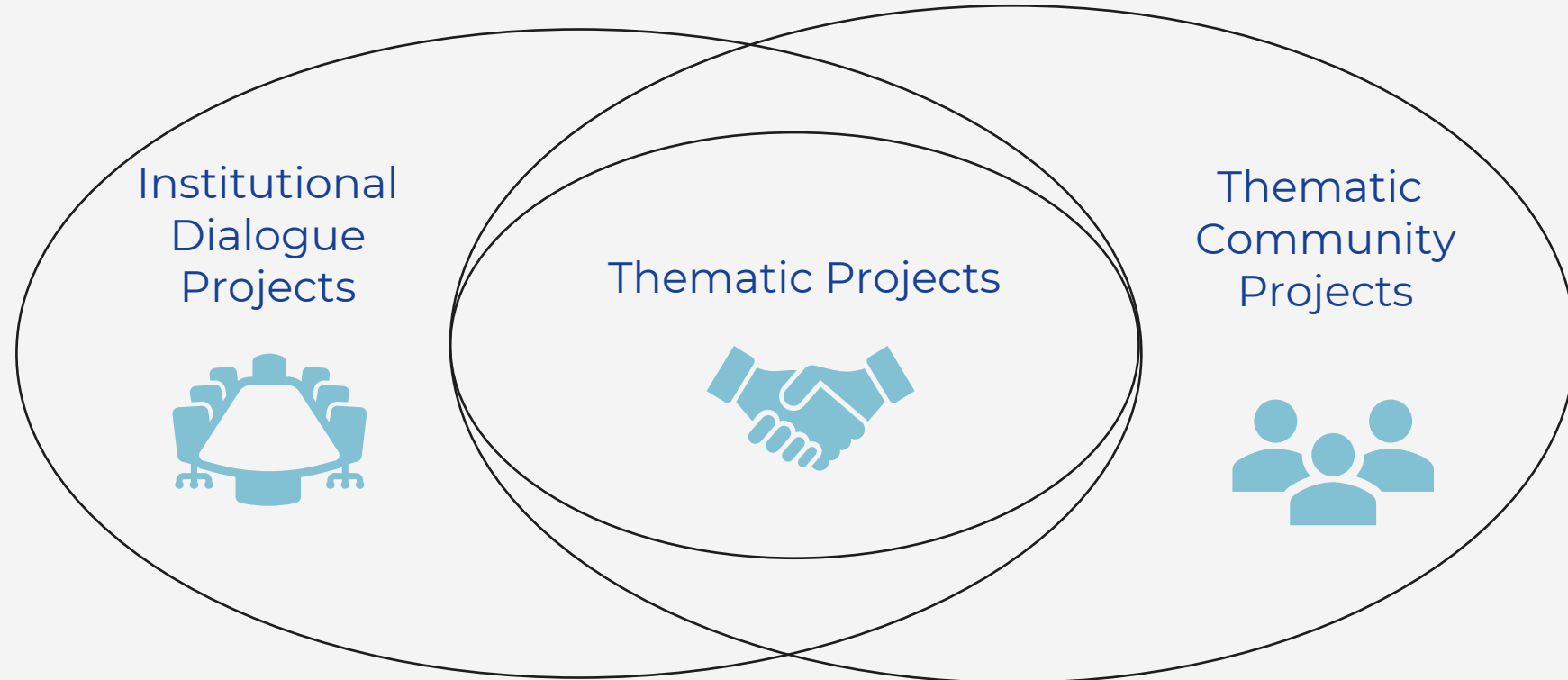
Joint events



1 video of project



Training material



Reference documents:
Programme Manual
Terms of Reference

According to GP's strategies



Thematic developments and policy uptakes

- **Database:** provide relevant information to feed the databases developed
- **Working groups:** participate in clustering process, development of synergies, collective thematic work (surveys, review of documents, provision of examples, etc.)
- **Networking activities** (in addition to mandatory joint event): participate in events for collective dissemination, transferring and integration processes
- **Joint capacity building activities:** participate in content development and or participate in training/mentoring/support processes offered by TCP
- **Transferring potential:** provide information to enable proper analysis of replicability, transferability and integration potential of project results
- **Mainstream support:** share previous experiences and mainstream methodologies

Contributing to the Result Amplification Strategy in the AF

Activity can be included in any Work package (section C.4)

TYPES OF ACTIVITIES	EXAMPLES OF DELIVERABLES
<ul style="list-style-type: none"> ✓ Exploring data published by projects and made available by the Programme (notably ToR and library) ✓ Implementing JS instructions to ensure data reuse ✓ Carrying out transfer feasibility studies ✓ Implementing pilot transfer activities ✓ Designing plans for transfer of results 	<ul style="list-style-type: none"> Thematic data collection Stakeholders and beneficiaries database Good Practices e-learning platform Training course material
<ul style="list-style-type: none"> ✓ Consolidating the results of relevant projects ✓ Participating in the identification and mobilisation of potential targets for transfer and mainstreaming ✓ Consolidating or creating networks for dissemination and participation of stakeholders beyond the partnership ✓ Disseminating knowledge to stakeholders through dissemination activities including training ✓ Participating in the actions of their thematic community, benefiting from the experience and support of governance projects ✓ Implementing mainstreaming plans in collaboration with IDPs and with the support of TCPs ✓ Contributing to the Euro-MED Academy ✓ Coordinating with TCP, IDP and JS 	<ul style="list-style-type: none"> Training report Seminar/Workshop/Meeting report Action Plan Strategy Model Policy paper Political recommendations Living Lab Forum/Blog
<ul style="list-style-type: none"> ✓ Mobilising relevant multi-sectoral and multi-level decision-making actors ✓ Promoting interfaces with other initiatives and projects of other programmes 	<ul style="list-style-type: none"> Legal Act Protocol Labelling Agreement Memorandum of Understanding

Communication in the AF

Activity can be included in any Work package (section C.4)

TYPES OF ACTIVITIES	EXAMPLES OF DELIVERABLES
Networking	Agreement
Delivering information	Memorandum of Understanding Charter
Exchanging information	Protocol Booklet / Brochure Newsletter
Transferring knowledge / know-how / expertise	Proceedings Conference report E-learning platform Training course material
Participating in external events	Training report Training methodology Atypical / tailored event report Satisfaction survey (report) Website and social media analytics

TIPs – Mandatory activities

- . Carbon footprint calculation entered in AF **only once** ! No need to repeat activity in all work packages.
- . Foresee **budget for participation** in Community events and activities.
- . Plan the design of the project **Communication strategy**.

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Communication activities

Background

Why does communication no longer have a dedicated work package?

Communication is of strategic importance for Interreg projects.

Despite this, it is often developed as an obligation, without any real awareness of its importance in:

- achieving project objectives
- reaching targets
- increasing the impact of the project
- capitalising on results



dedicated WP



a cross-cutting approach

Communication mandatory activities

For communication to be truly effective, it is necessary to have a clear overview of the objectives and how to achieve them.

In other words, each project **must have a communication strategy**.

Thematic projects are required to have a communication strategy, as a document that guides the communication choices to support the project's objectives and actions.

Timing: with the first reporting package (9th month since the start of the project).

Project communication objective

Each project specific objective has a work plan (work package)

To achieve a **specific project objective**, partners may need to achieve **one or more communication objectives**.

HOW MANY OBJECTIVE DO YOU NEED?

It depends on your project (0, 1, 2, etc... for work package)



Every project must have **at least one communication objective**

Communication activities

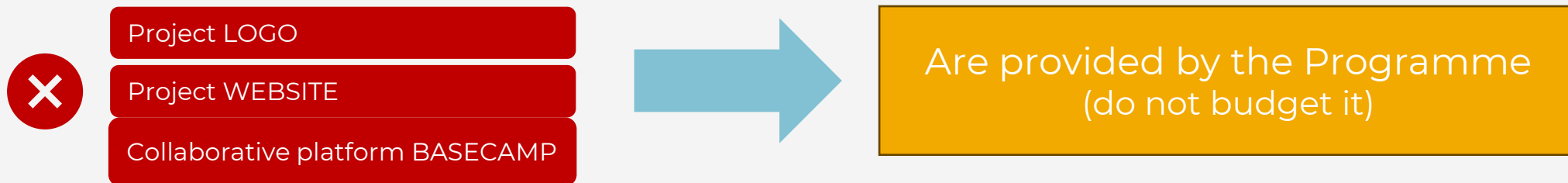
How do you incorporate communication activities into your project?

- Directly in the description of each “thematic” activity.
- They can be **stand alone** activities **only if they are relevant enough** and of significant importance for the project. In this case, the title of the activity should be specific.
- Avoid anything like “communication”.

Communication deliverables

How do you incorporate communication deliverables into your project?

- Directly in the description of each “thematic” activity.
- They can be **stand alone only if they are relevant enough** and of significant importance for the project.
- No key deliverables such as “Newsletter”.



Section C.7.3 of the AF

Given the importance of communication, project partners are required to describe their **communication approach** at application stage. Its main purpose is to raise awareness about the importance of communication.

- **Who will coordinate project communication** and how will he/she ensure the involvement of all partners?
- How will the communication function contribute to **transferring your project results**?
- Which **channels** are you going to use and why?

Please note that all communication activities should be included in the work packages, as an integral part of your project specific objectives. There is no need to repeat this information here.

Section C.7.3 of the AF

The communication officer:

- is responsible for the **whole project communication activities**;
- must have **experience** in communication;
- must work in close collaboration with the **thematic community of projects** they belong to and with the Programme;
- attends **external events**, when justified and useful for the project, other than the events and seminars of the thematic community of projects they belong to.

The project acronym

To identify the project on the Monitoring System Jems an **ACRONYM is required**.

It is strongly recommended that this acronym **does not exceed 12 characters**.

The choice of project acronym should respect a few guidelines:

- Be **short and memorable**;
- Do **not repeat acronyms of previous projects**, to avoid any confusion or mistakes with them;
- Be **intuitive**, meaning that it must correctly identify the project purpose or mission;
- Be **easy to pronounce** and “catchy”. *For this reason, technical information should be avoided*;
- Preferably be in **lowercase**.

Conclusion

- Be **clear** about your **objectives**
- Be **clear** about your **targets**
- Already have an idea of **the communication strategy** when applying for the project
- **Take care of your project communication** and do not underestimate it

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Investments Test Projects only

Investments in Call 4

Definition within the meaning of the Programme:

- Only the elements (technical or IT equipment, materials for the deployment of the pilot action, and related services etc.) necessary within the framework of the pilot project activities, and dedicated to the realisation of such activity;
- “Fixed investments in equipment” and “investments in infrastructure” that refer to outputs of the project, which remain in use by the partners and/or target groups after completion of the project.

Only for **pilot activities** with a limited budget scale

Identification of your investment

1. Investment in infrastructure or fixed investment in equipment?
2. Productive investment?
3. Which partner is in charge/the owner of each investment?

Investments in Call 4

1 investment - 1 PP responsible (who has to budget the totality of the costs)
Budgeted costs categories related to investments can be: **CC4 , CC5, CC6**

Location and **ownership** of the investment **MUST** be clearly presented in the Application Form

Statement of Capacity and Compliance with the Principles for Investment declaration must be signed by each project partner in charge of the implementation of investment(s) and has to be **annexed to the Application Form**

DECLARATION is **MANDATORY** for all partner in charge of the implementation of investment(s)
> **The document must be exported from Jems (same as the other declarations)**

Investment is **eligible only if it is included in the Application Form**

Application Form section 'investment' linked to the work package detailing the 'pilot activity'

Investments in Call 4

Jems: Application form – WP - section **'Investments'**

Work package 1

Objectives

Investments

Activities

Outputs

List of investments

Please list below the investments that will be delivered within this work package.

[+ Add investment](#)

Items per page: 25

1 - 1 of 1



Number	Investment title	Location
I1.1		

Items per page: 25

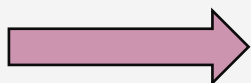
1 - 1 of 1



Investments in Call 4

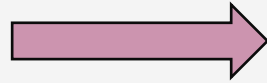
Jems: Application form – WP - section **‘Investments’**

Investment number	
Investment title	EN FR
Expected delivery period	
Period 5, month 25 - 30	
Justification (description)	
<ul style="list-style-type: none">- Explain why this investment is needed. Please precise the expected lifespan of the investment.- Clearly describe the transnational relevance of the investment.- Describe who is benefiting (e.g., partners, regions, target groups, etc.) from this investment, and in what way. Please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.	
Enter text here	EN FR



Investments in Call 4

Jems: Application form – WP - section **'Investments'**



Location of the investment

- Location of the physical investment; if possible, a specific address where the investment will be located
- Drop-down list (NUTS3 codes + whole programme area)

Country

Street

House number

Postal code

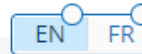
City

Investments in Call 4

Jems: Application form – WP - section ‘Investments’

Risks associated with the investment

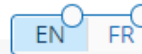
Description of the risks associated with the investment, go/no-go decisions, barriers to implementing the investment in accordance with national/regional and local legislation, etc. (if any)



Enter text here

Investment documentation

- Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation and confirm they are available or will be by the project start.
- The compliance of the investment with the (does not significantly harm) DNSH Climate and Environmental objectives as set by the Taxonomy Regulation Regulation (EU) 2020/852 must be ensured, in case of project selection, an analysis will be held and stored during project pre-contracting
- A Template " Statement of capacity and compliance with the principles for investment " provided by the Programme will have to be provided by each concerned partner in the pre-contracting phase



Enter text here

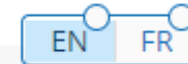
For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out.

Investments in Call 4

Jems: Application form – WP - section **'Investments'**

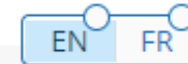
Ownership

Who owns the site where the investment is located?



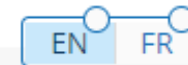
Enter text here

Who will retain ownership of the investment at the end of the project?



Enter text here

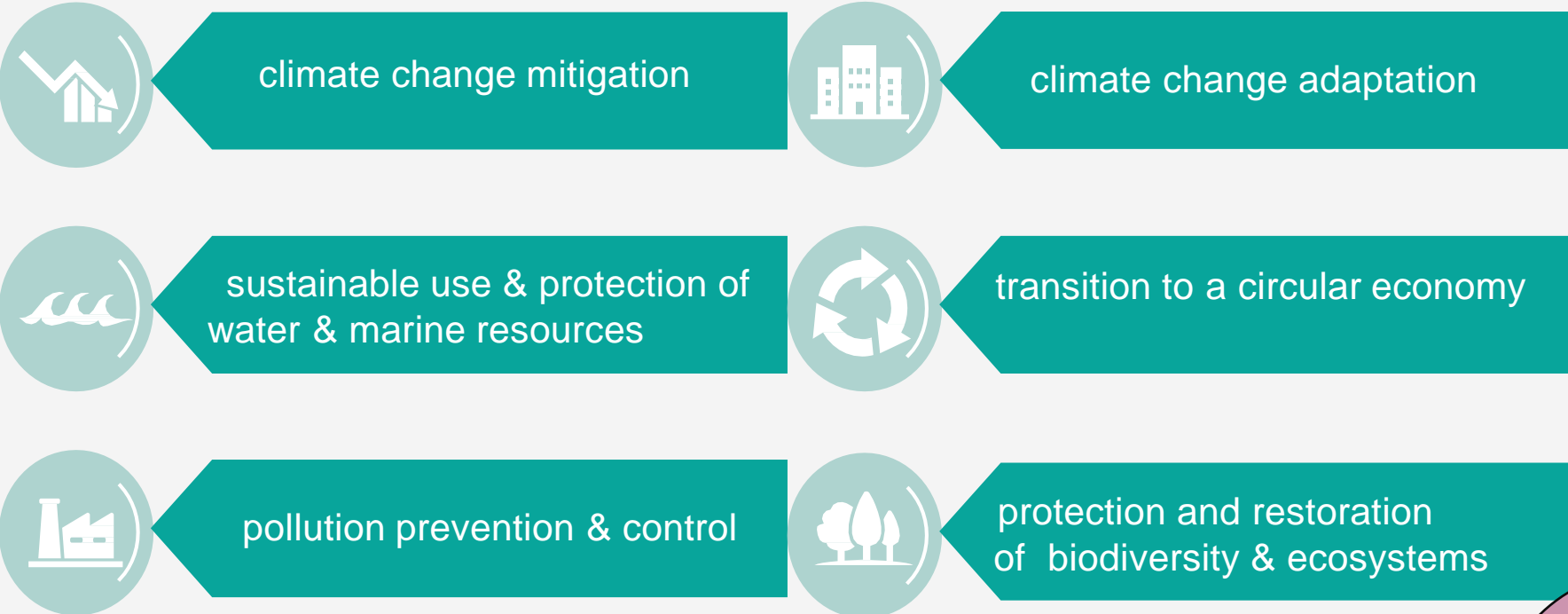
Who will take care of the maintenance of the investment? How will this be done?



Enter text here

DNSH "Do not significant harm principle"

Investment in infrastructure must comply with the 'do no significant harm' (DNSH) principle according to which the above-mentioned activities should not be supporting or carrying out any actions that make a significant harm to any of the **six environmental objectives listed below**:



EU
Taxonomy
Regulation

Investments in Call 4

In case of **investment in infrastructure** consider **possible delays** related to permitting, feasibility studies, environmental impact assessment, sustainability requirements, assessment of expected impacts of climate change, possible permit applications

Determine the expected lifespan of the investments for 2 reasons:

- to be aware of the need of the presentation of the assessment of expected impacts of climate change (regulatory obligation!)
- to be prepared to comply with the durability obligations

Each partner in charge of the implementation of an investment must confirm and explain that it has the **necessary financial resources and mechanisms** to cover operation and maintenance costs

Investments in Call 4

Programme durability requirements - “key productions”

All investments financed as part of the project are considered “key productions “ and must be **operational and maintained** for **5 years** from 31 December of the year of the last Programme payment to the PP concerned or at least until the end of the investment lifespan.

In case of “**fixed investment in equipment**” any **change of property** by the partner (transfer or sale) or **change affecting the nature, or the objective** of the equipment is prohibited within 5 years of the final payment to the beneficiary

In case of **productive investments** and **investments in infrastructure** within five years of the final payment to the project partner; it must not make:

- (a) a **cessation or transfer of a productive activity** outside the NUTS level 2 region in which it received support;
- (b) (b) a **change in ownership** of an item of infrastructure which gives to a firm or a public body an undue advantage;
- (c) (c) a substantial **change affecting the investment’s nature, objectives** or implementation conditions which would result in undermining its original objectives.

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Conclusion:
tools to help you submit your application

FORUM

→ Search for potential partners

Find project partners (Forum)

Do you have a project idea and are looking for partners to implement it? We have the solution for you: **sign up to our forum(s)!**

There is one **forum** per mission. You can access them without prior registration. If you want to add your own project idea or reply to a post, you will need to [log in to your account](#) or [create one](#).

Follow the links below to access the different forums.



Innovative sustainable
economy



Natural heritage



Green living areas



Sustainable tourism



Mediterranean Governance



F.A.Q.

→ Find answers to your questions

→ Different categories

→ If you can't find your answer, ask your question on the helpdesk

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Search... EN | FR

WHO WE ARE WHAT WE DO WHERE WE WORK GET INVOLVED DOCUMENTS & TOOLS NEWS & EVENTS

REFERENCE DOCUMENTS TOOLS TRAINING CENTER MEDIA KIT FAQ HELPDESK

FAQ Frequently Asked Questions

Here you can find the answer to the most frequently asked questions about the Programme, tools, project application and implementation. If you do not find the answer to your question, please use the form below to send us your question. We might publish the answer here to enrich our FAQ.

Annexes 6

- Declarations can be signed electronically?
Partner declaration forms can be exported/downloaded from the export section of JEMS, but ONLY AFTER THE SUBMISSION OF THE APPLICATION. Does this mean that partner declaration forms, including lead partner declaration forms can be submitted after the deadline for the submission of project applications? Also, can you confirm that deminimis declaration forms need to be submitted as well? If

General 7

- What is the definition of an investment in the sense of the Programme?
- Will the Programme provide or suggest a methodology for the projects to offset CO2 emissions?
- Is the Interreg Euro-MED cooperation area defined at country or regional (NUTS2) level? Where can I find the description of eligible NUTS2 regions?
- Can a private nonprofit entity that wants to submit

Jems 14

- The PDF version of the application form, exported from Jems, does not include a page for signature. How can I sign it?
- All the fields of the Application Form are filled but the "Check and submit" button still sends back that some sections are missing. What can I do ?
- Regarding travel budget, why does Jems add automatically 22% of staff costs to the flat rate?
- When it is for EU locations the system indicates 15%

Call page

Applying to the call

The **Terms of reference** (one per each mission) set out the specific criteria we are looking for. Applications are possible only during the dates of the call (cf. calendar below). Outside this period, no application will be considered.

Applications **must be submitted** online via Jems, the monitoring system developed by Interact. It is available for all applicants and partners at:

<https://jems.interreg-euro-med.eu/>.

To help you use Jems, you can read the [user manual](#).

The programme's Monitoring Committee decides which projects to approve.

Download the terms of reference and courtesy application form for more information.

We also strongly recommend you to read the **Cooperation Programme** and the **Programme Manual**.

You may also visit the **Documents&Tools** section to find more information and documents that will help you in your overall understanding of the Programme and its calls for proposals.

TERMS OF REFERENCE

[Innovative Sustainable Economy](#)

[Natural heritage](#)

[Green living areas](#)

[Sustainable tourism](#)

REFERENCE DOCUMENTS

[Programme manual \(v1.8\)](#)

[Cooperation programme](#)

[Courtesy application form](#)

[Information Session ppt presentation](#)

[WHO WE ARE](#) [WHAT WE DO](#) [WHERE WE WORK](#) [GET INVOLVED](#) [DOCUMENTS & TOOLS](#) [NEWS & EVENTS](#)

[PROPOSALS](#) [HOW TO APPLY](#) [FIND PROJECT PARTNERS](#) [REGULATIONS IN MY COUNTRY](#)

ONGOING CALLS

[Call 4 \(12/3/2024 – 12/6/2024\)](#)

Call-related events

In order to **support** the future applicants in **writing their project proposal** and **inspiring** them, the JS is **organising a series of events**.

INFORMATION SESSION

This meeting was held on **March 8th**.
More information are available [here](#).

THEMATIC SEMINARS

These seminars will provide applicants with an overview of the missions. Click on the event you wish to participate in to register:

[March 21st: Missions Green Living Areas](#)

[March 21st: Missions Natural Heritage](#)

[March 22nd: Missions Innovative Sustainable Economy](#)

[March 22nd: Missions Sustainable Tourism](#)

TECHNICAL MEETINGS They aim at supporting applicants in building their project proposal. Click on the event you wish to participate in to register:

[April 4th – Building your Partnership & Logical framework, Strategic framework](#)

[April 15th – Drafting your Work Plan, the Mandatory & communication activities, indicators and investments](#)

[April 17th – Building your budget / Eligibility of expenditures / State aid](#)

[May 16th – Questions & Answers](#)

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**All the best for
your project proposal!**