Structure of Project Management

Communication & Administration

Co2mmunity kick-off meeting
Kiel

Kiel 16/17 November 2017

Contents:

- ## Communication
    - Internal
    - External

- ## Administration
    - Reporting
    - Project Management Software: Trello

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WiGeo
Economic Geography

Communication
Internal

- Internal exchange server 'Google drive´

    - Project partner list (please update)

    - Project design guide

    - Office templates for communication

    - Logo

    - Poster

    - Postcard

    - All other documents you like to share or exchange

Communication
Internal

- Writing emails:

  - Put project coordinator in cc or bcc

  - Autoresponder: englisch version

  - Use typographie according to visibility rules(Merriweather, Calibri or Constantania)

- Longer absence: let project coordinator know

Communication

External

Visibility rules of INTERREG BSR

Obligatory elements to comply with visibility rules:
- The **European Union emblem** ("EU flag")
- **A reference to the EU funding source**.
- **The Programme logo**

Commiunication

External

Visibility rules of INTERREG BSR

Colours: **Seagrass** (RGB 69/128/47), secondary colours and construction of the **arc** s. project design guide

Commiunication

External

Logo

The logo in your project: options

Logo by Interreg BSR:
All-in-one solution

Own project logo:
Composite solution

Full colour

Grey scale

Monochrome inverted

Use logo in full colour whenever possible.

Use logo on white background whenever possible.

Minimum size of the logo: s. project design guide

Commiunication
External

Logo together with other logos

" […] the Union emblem shall have at least the same size, measured in **height or width**, as the biggest of the other logos." *Implementing Regulation (EU) No. 821/2014, Art. 4-5*

Commiunication
External

Postcard (ready to use)

Priority 2   Management of natural resources → Renewable energy

Co2mmunity

When citizens join forces to set up, finance and manage energy production based on renewables in their region, it is called community energy. The project gives municipalities, regional energy planning agencies and citizens' associations across the Baltic Sea region the information they need to start and run community energy projects in their regions.

Project budget	EUR 3.1 million
Lead partner	Kiel University, Germany
Project partners	16

Number of partners per country: x

This area map exists in 9 different versions and can be used.

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Commiunication
External

Poster

Each project partner needs to place at least **one poster** with information about the project (**minimum size A3**) at a **location visible to the public**, such as the entrance area of a building/office. The poster has to display the objective of the project and the amount of EU financial support. You can use this template to implement the poster, but you are also free to design your own.

Poster template
Replace picture or/and sentence depending on your target group, time of the year, etc.

Commiunication
External

Website http://co2mmunity.eu
According to the visibility rules

- links
- News
- Events
- Press releases
- Documents

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Commiunication

External

Website INTERREG BSR Project library
http://projects.interreg-baltic.eu/

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Administration
Project management software: Trello
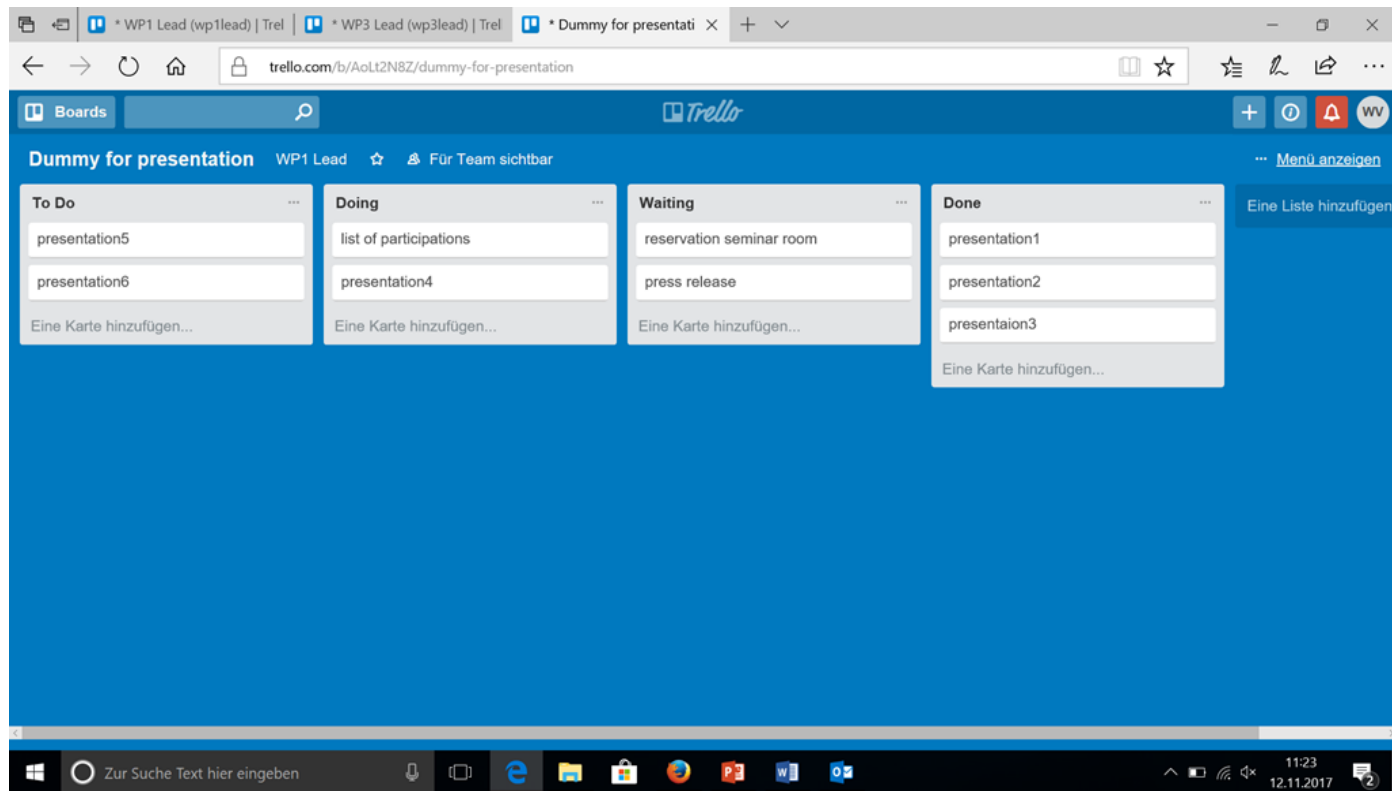
Administration
Reporting: structure

Partner report
Certified by first level controller of PP

↓

Project progress report
Certified by first level controller of LP

↓

Managing Authority/Joint Secretariat

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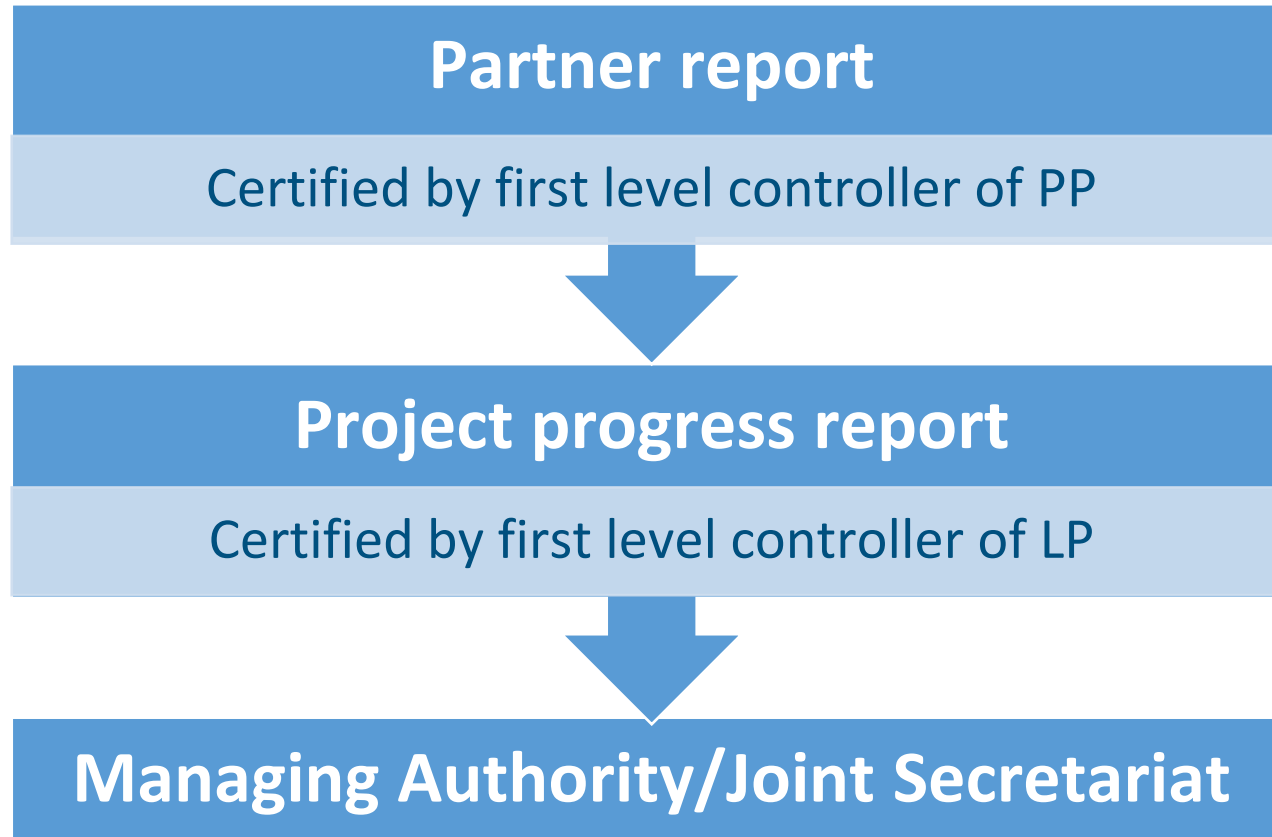
Administration
Reporting: timeline

		P1	P2	P3	P4	P5	P6
WP2 *CE knowledge base*	GoA 2.1		O2.1				
	GoA 2.2		O2.2				O2.2
	GoA 2.3			O2.3			
	GoA 2.4			O2.4			O2.4
WP3 *Facilitate CE*	GoA 3.1		O3.1				
	GoA 3.2					O3.2	
	GoA 3.3					O3.3	
	GoA 3.4						O3.4
WP4 *Socio-political agenda*	GoA 4.1					O4.1	
	GoA 4.2						O4.2
	GoA 4.3						O4.3

MEETINGS

(1) Kick-off: PP1

(2) Best practice: PP3 & PP4

(3) Project meeting 1: PP12

(4) Project meeting 2: PP10

(5) Project meeting 3: PP14

(6) RENCOP meeting: PP6, PP7, PP8 & PP9

(7) Project meeting 4: PP15

(8) "political" meeting: PP5

(9) Final conference: PP11

Monthly virtual Steering Group meetings; according to needs: coordination meetings

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Administration
Reporting: Partner report deadlines

	internal DEADLINE
Project period 1 + 1 month	30th April 2018
Project period 2 + 1 month	31th October 2018
Project period 3 + 1 month	30th April 2019
Project period 4 + 1 month	31th October 2019
Project period 5 + 1 month	30th April 2020
Project period 6 + 1 month	31th October 2020

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Administration

Partner report: **Obligatory** reporting tool for every project partner – editable PDF-Document given by the MA/JS

4.2 Specific output indicators (Priorities 1-3)

In case it is relevant for this reporting period, please describe how you as project partner contributed to the output indicators of the Programme. Describe your achievements for all relevant indicators and, in addition, provide numerical values for P3-P8. You may find the relevant indicators and their targets in BAMOS, application form, in section "5.2. Project specific output indicators".

Detailed explanation of the specific output indicators:
P1 *Number of local/regional public authorities/institutions involved as beneficiaries receiving grants from the programme.*
P2 *Number of national public authorities/institutions involved as beneficiaries receiving grants from the programme.*
P3 *Number of enterprises receiving support in any form from ERDF. Please do not indicate enterprises that have received support already reported in earlier reporting periods.*
P4 *Number of enterprises with non-financial support benefitting from project activities/outputs, e.g. from trainings, coaching or business plans implemented by projects funded in this priority. Please make sure you do not indicate enterprises that have received non-financial support already reported in earlier reporting periods.*
P5 *Number of enterprises (as beneficiaries receiving funds or as recipients of non-financial support) cooperating with research institution(s). Please make sure you do not indicate enterprises that have already cooperated with research institutions already reported in earlier reporting periods.*
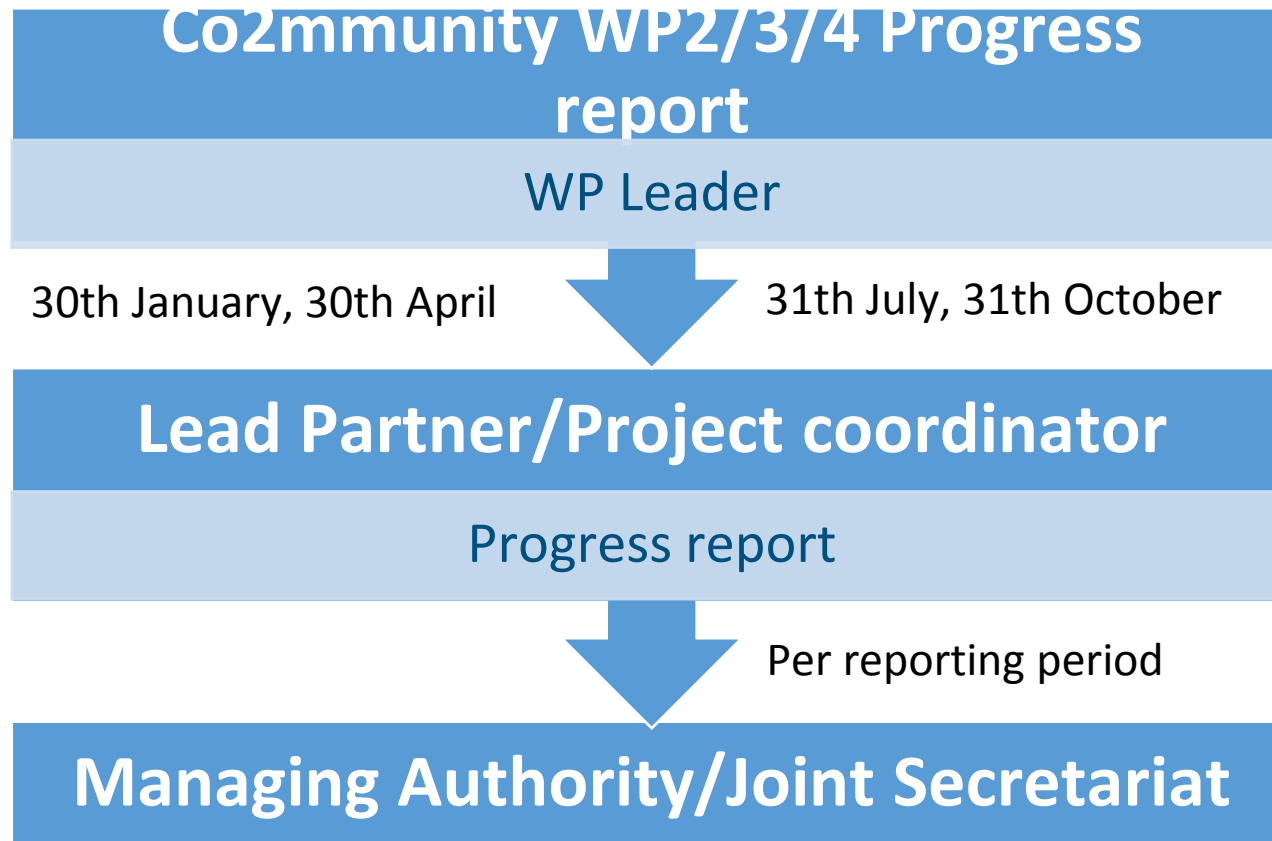**P6** *Number of new products and services offered on the market developed and documented by projects supported in this priority. The projects will have to prove that the products and services are newly introduced / adopted in the Baltic Sea Region. Please make sure not to count new products and services already reported in earlier reporting periods.*
P7 *Total value of private contribution in supported innovation and R&D projects, including non-eligible parts of the project. Please make sure not to count those private contributions already reported in earlier reporting periods.*
P8 *Amount of investments defined in investment plans or equivalent documents produced by the projects in the priority. Investments may also be implemented after project closure. Please make sure not to count those investments already reported in earlier reporting periods.*

4. Activity report

4.1 Progress in work packages and groups of activities

First, please select the relevant work package number and, for all work packages except work package 1, the group of activity number. If needed, please add further work packages/group of activities.
Please describe the status of the implementation of the group of activities. What progress has been made? Present your organisation's role and clearly mention each associated organisation's contribution. Were target groups or other stakeholders involved and how? In addition, please mention any participation at external events in relation to this group of activities.
In case your activities were State aid relevant please indicate so by checking the box.

4.3 Partner's contribution to project communication

Please present how you as a project partner have contributed to the communication of the project. This may include information on e.g. publications and audio-visual material like websites, promotion videos, thematic videos, brochures and feature articles. Please include a link to the publicly sharable material wherever possible.

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Co2mmunity WP progress report:

Co2mmunity WP2/3/4 Progress report

WP Leader

30th January, 30th April ⬇ 31th July, 31th October

Lead Partner/Project coordinator

Progress report

⬇ Per reporting period

Managing Authority/Joint Secretariat

Administration

Co2mmunity WP progress report:

- Activity Nr.

- Involved PP

- Involved others

- Tasks

- Outputs

- Progress

- Challenges

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