

Annual Work Plan  
2<sup>nd</sup> Semester 2008  
**INTERACT Point Turku**

### **INTERACT Point Objectives for 2008**

Please describe the objectives for your IP for the the 2<sup>nd</sup> Semester of the year 2008. Make reference to Subjects and Outputs you have to outline below.

For the 2<sup>nd</sup> Semester of the year 2008, the main objectives of INTERACT Point Turku will be related to following main issues:

1. providing target groups with expert level support within the IP Turku's operational area,
2. supporting the programmes within operational area in developing new and improved concepts for programme/project implementation,
3. strengthening the existing networks and initiating the new ones,
4. ensuring the smooth and effective start-up for INTERACT II Programme within IP Turku.

For IP Turku one of the major objectives will be to assist the smooth start-up of new programmes within its operational area by providing the programmes with assistance in programme level financial management as well as in programme/project implementation. Emphasis will be on knowledge sharing on systems and procedures and the development of relevant tools and documentation. This support will be realised through various methods and tools delivered to target groups in learning events such as training seminars and workshops. In addition IP Turku will assist in the closing of old programmes by organising expert events to specified target groups, such as members of management bodies (AA, CA, MA, PA, MC), heads of secretariats and other staff groups of programme management.

Another objective will be to initiate new networks and to strengthen the existing ones among specified target groups within operational area. The aim of the liason of networks is to facilitate effective transfer of experiences and knowledge among the specified groups as well as to contribute to the bridging of thematic approaches between programmes.

There will be new recruitments in Turku office and efforts will be made to ensure the smooth start-up of activities and effective delivery of services as well as contribution to INTERACT managing system within INTERACT II in IP Turku.

### **Cooperation within the Managing System**

Describe briefly how your IP will be organised and in particular how it will relate to the other bodies (Points, Secretariat and Managing Authority) of the INTERACT Managing System.

IP Turku will contribute to the INTERACT Managing System by

- participating in coordination and permanent working groups agreed within the programme structure
- cooperating with the IS and MA within the programme delivery
- having agreed on the staff profiles needed for effective service delivery for INTERACT II in IP Turku and respecting these qualities in new recruitments
- showing commitment and giving its output to the jointly developed tools and processes within the programme delivery structure, as well as contributing to the production of a shared set of standards and outputs (e.g. Programmes' Multi Annual Work Plan and Annual Work Plans).

In addition, IP Turku will continue the cooperation and coordination with other IPs in joint development and delivery of services.

### **Approach to Stakeholders and Networks**

Describe how you intend to set up and liaise with stakeholders in your geographic zone/Programmes/Strand.

The target groups and stakeholders of INTERACT Point Turku are those programmes and countries allocated to IP Turku in the MAWP and IP Turku will serve them as their first point of contact to the programme.

IP Turku will continue to cooperate with the existing networks, specified target groups and stakeholders whereas the links to them will be strengthened through the active communication and service delivery based on needs assessment and specific requests. Besides this, the contacts to new networks (e.g. new programmes and stakeholders) within the operational area will be initiated during the second half of the year 2008.

The approach to networks and stakeholders is demand responsive. IP Turku will assess the needs and special requests of the target groups by direct contacts, workshops and networking events.

In addition to the tasks described in MAWP and AWP 2008, IP Turku has the special task to serve as a link to ENPI programmes and to coordinate the activities of ENPI Points North and South, simultaneously being assigned as the ENPI Point North.

Subject Number	Subject Title																																							
1	Programme Management																																							
<b>Output Indicator – Applied studies and surveys</b>																																								
Output Indicators – RESOURCES/Knowledge base <b>x Surveys</b>  Target: 200 Publicly available: yes Paper: x yes <input type="checkbox"/> no INTERACT Website: x yes <input type="checkbox"/> no																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
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<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								
IP Turku will launch one survey during the second term of 2008 one of the following theme: (i) Thematic approach of Programmes in the area towards environment and SME development (ii) Implementation of 20% and 10% rules in the programmes within Baltic Sea area focussing on both cross objective and external cooperation.  Results of these survey will form the basis for Thematic Networks and provide the core content for the zone wide conference addressing common challenges and roles of programme stakeholders																																								

<b>Result Indicator</b>
Result Indicators – RESOURCES x Number of paper copies distributed  Total number: 200
<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)
One survey on the one of the following themes: (i) Thematic approach of Programmes in the area towards environment and SME development (ii) Implementation of 20% and 10% rules in the programmes within Baltic Sea area focussing on both cross objective and external cooperation The survey results serve as pool of information and discussion basis in the conference addressing the role and impact of MSC in facing the challenges of geographic overlap and thematic synergies. The objective is to introduce the situation in the programmes of IP Turku area and to initiate discussion on possibilities for cross programme exchange. At the same time the results guide the work of the pilot thematic networks/laboratory groups and help the members to focus their role in future development of these thematic areas. The results will be available for wide audience through the INTERACT website as copies for downloads. 1 survey, 200 paper copies of each distributed at the conference

<b>Feedback exercise yes x no</b> <input type="checkbox"/> Indicate whether a feedback exercise will take place
Feedback questionnaire to all/selected members of thematic networks

Subject Number	Subject Title																																							
2	Audit and control																																							
<b>Output Indicator – Refinement and updating of tools developed in INTERACT I</b>																																								
Output Indicators – RESOURCES/Tools <b>x Web Resources</b>  Target: 1 Publicly available: yes Paper: x yes <input type="checkbox"/> no INTERACT Website: x yes <input type="checkbox"/> no																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
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<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								
IP Turku will concentrate on the following type of web resources:  (i) Updates for Electronic Handbook on Eligibility  Web-resources serve the whole programme and project implementation community and provide easy access to latest information on eligibility practises. Nature of activity is ongoing throughout the year.																																								

<b>Result Indicator</b>
Result Indicators – RESOURCES x Number of downloads  Total number: 500
<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)
Web-resources serve the whole programme and project implementation community and provide easy access to latest information on eligibility practises. The resource should be rated as useful quick reference guide.
<b>Feedback exercise yes x no</b> <input type="checkbox"/> Indicate whether a feedback exercise will take place
Feedback on the quality of these types of reference materials are collected via comments fields included in the electronic versions. Quantitative feedback is collected by download counters in the website.  Assessment of use in programmes will be included in the interest assessment process for further services at a later point.

<b>Result Indicators – RESOURCES</b> x Number of programmes in which tools are used
Description of the results including target groups (aim to be concise yet exhaustive)
Web-resources serve the whole programme and project implementation community and provide easy access to latest information on eligibility practises. The resource should be rated as useful quick reference guide..
Feedback exercise yes x no <input type="checkbox"/> Indicate whether a feedback exercise will take place
Feedback on the quality of these types of reference materials are collected via comments fields included in the electronic versions. Quantitative feedback is collected by download counters in the website.  Assessment of use in programmes will be included in the interest assessment process for further services at a later point.

Subject Number	Subject Title																																							
3	<b>Financial Management</b> <b>Project Management</b> <b>Project Support</b> <b>Monitoring and Evaluation</b>																																							
<b>Output Indicator – Seminars and Workshops</b>																																								
Output Indicators – COOPERATION/Exchange and Transfer <b>x Seminars and Workshops</b> Target: 3 Location: Various locations within the operational area																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
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<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								
2-3 two day training seminars for 20-30 participants are organised during the 2 <sup>nd</sup> semester 2008, dates and venues tbc:  (i) Financial management (ii) Territorial cooperation project management  1-2 Intensive two day workshops with 15 participants for exchanging and developing practises on following topic areas:  (i) Harmonisation of project selection criteria between programmes / Assessment system																																								

- a. Project selection criteria: Environmental projects
- b. Project selection criteria: SME involvement
- (ii) Harmonisation of Programme level evaluation of Territorial Cooperation programmes
- (iii) Coordination between overlapping of geographical/applicants/content / Monitoring system exchange
- (iv) Eligibility, Control and audit issues

**Result Indicator**

Result Indicators – COOPERATION  
**x Participant days**

Total number: 150

**Description of the results including target groups** (aim to be concise yet exhaustive)

Seminars and workshops are exchange events that offer participants face-to-face contact opportunities with experts, colleagues and major stakeholders of programmes. Seminars and workshops address groups of programme management bodies and members of professional groups sharing same tasks. The objective is to provide peer support and expert inputs in exchanging practises and sharing experiences. 3 two day events for average 25 participants each, total of 150 participant days

**Feedback exercise yes x no** ☐

Questionnaires and assessment forms after service is completed

Subject Number	Subject Title																																							
4	<b>Audit and Control</b> <b>Communication</b> <b>Programme Management</b> <b>Monitoring and Evaluation</b>																																							
<b>Output Indicator – Advisory Services</b>																																								
Output Indicators – COOPERATION/Exchange and Transfer <b>x Advisory services</b> Target: 2 Location: Various locations within the operational area																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
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<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								

Close hands on advisory services for small target groups, of five persons in average, to transfer expert knowledge on specified programme and project management aspects on following fields:

- (i) Eligibility rules
- (ii) Implementation of communication plan
- (iii) Monitoring systems
- (iv) Programme closure

Duration of each service is average two working days. The service may be given over two days with intervals and partly via electronic means.

<b>Result Indicator</b>
Result Indicators – COOPERATION <b>x Participant days</b>  Total number: 20
<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)
Close hands on advisory services for small target groups, of 5 persons in average, to transfer expert knowledge on specified programme and project management aspects Total of 2 advisory services for average 5 recipients at a time for 2 days: 20 participant days
<b>Feedback exercise yes x no</b> <input type="checkbox"/> Indicate whether a feedback exercise will take place
Questionnaires and assessment forms after service is completed

<b>Subject Number</b>	<b>Subject Title</b>																																							
5	Network coordination																																							
<b>Output Indicator – Thematic Networks</b>																																								
Output Indicators – COOPERATION/Exchange and Transfer <b>x Thematic Networks</b> Target: 7 Location: Various locations within the operational area																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
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<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								
IP Turku will continue working with existing networks of Heads of Secretariats and Managing Authorities. In addition new networks will be created for specific professional groups of Paying Authorities to support closing of old programmes, Audit Authorities, Certifying Authorities, chairmen of MSC and theme based project assessment/evaluation experts.																																								



Initiation of new networks is in September; thereon the activities are ongoing throughout the year.

### Result Indicator

Result Indicators – COOPERATION  
x Members of Networks

Total number: 125

### Description of the results including target groups (aim to be concise yet exhaustive)

Networks for Heads of Secretariats, Managing Authorities, Paying Authorities, Audit Authorities, Certifying Authorities, chairmen of MSC and theme based project assessment/evaluation experts  
7 networks for 10-11 programmes, complementary group of assessment/evaluation experts, total number of members (125)

**Feedback exercise yes x no** ☐ Indicate whether a feedback exercise will take place

Questionnaires at the network events

Subject Number	Subject Title
6	<b>Good Governance Practices Programme Management</b>

### Output Indicator – Zone wide Conference

Output Indicators – COOPERATION/Exchange and Transfer  
**x Conferences**  
Target: 1  
Location:

### Calendar – tick the months for the preparatory work and/or the final delivery

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### Description of the output(s) including target groups (aim to be concise yet exhaustive) (programmes involved)

The zone wide conference is addressing the role and impact of MSC in facing the challenges of geographic overlap and thematic synergies. The objective is to introduce the situation in the programmes of IP Turku area and to initiate discussion on possibilities for cross programme exchange. Timing late 2008, after discussions and workshops on thematic approach.

### Result Indicator

Result Indicators – COOPERATION  
x Participant days

Total number: 200

<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)
1 one day conference for 200 participants Conference is addressing the role and impact of MSC in facing the challenges of geographic overlap and thematic synergies. The objective is to introduce the situation in the programmes of IP Turku area and to initiate discussion on possibilities for cross programme exchange.
<b>Feedback exercise yes x no</b> <input type="checkbox"/> <i>Indicate whether a feedback exercise will take place</i>
Feedback questionnaire at the event

Subject Number	Subject Title
7	Network cooperation Programme Management

**Output Indicator – Laboratory Groups: Environment and SMES & 20% and 10% rules**

Output Indicators – COOPERATION/Exchange and Transfer  
x **Framework for laboratory groups and pilot networks**

Target: 2

Location: Various locations within the operational area

**Calendar** – tick the months for the preparatory work and/or the final delivery

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**Description of the output(s) including target groups** (aim to be concise yet exhaustive)  
(programmes involved)

The laboratory groups and/or pilot networks will be invited from the members of thematic networks. The thematic content for pilot groups is drawn from the results of the surveys intended to IP Turku will contract two surveys during 2008:

(i) Thematic approach of Programmes in the area towards environment and SME development

(ii) Implementation of 20% and 10% rules in the programmes within Baltic Sea area focussing on both cross

Objective and external cooperation.

Results of these surveys will form the basis for Thematic Networks and will determine the extent of the thematic approach necessary for the programmes. In particular the project assessment/evaluation expert network will be established basing on these results. Nature of activity is ongoing throughout the year.

In 2008 IP Turku will assess the feasibility and need for a particular Laboratory Group.

**Result Indicator**

<b>Result Indicators – COOPERATION</b> x Members of Networks Total number: 12
<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)
The laboratory groups and/or pilot networks will be invited from the members of thematic networks. Such groups will be the Task Groups for developing new concepts for thematic approach, project assessment/evaluation and cross Objective/Programme approaches.
<b>Feedback exercise yes x no</b> <input type="checkbox"/> Indicate whether a feedback exercise will take place
Evaluation interviews with task group members
<b>Result Indicators – COOPERATION</b> x Number of new Contacts Total number: 66
<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)
The laboratory groups and/or pilot networks will be invited from the members of thematic networks. Such groups will be the Task Groups for developing new concepts for thematic approach, project assessment/evaluation and cross Objective/Programme approaches.
<b>Feedback exercise yes x no</b> <input type="checkbox"/> Indicate whether a feedback exercise will take place
Evaluation interviews with task group members

Subject Number	Subject Title																																							
8	Dissemination and Publicity																																							
<b>Output Indicator 3.1 – Publicity materials</b>																																								
Output Indicators – DISSEMINATION & PUBLICITY <b>x Promotional Activities</b> Target: yes Publicly available: yes Paper: x yes <input type="checkbox"/> no INTERACT Website: x yes <input type="checkbox"/> no																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
	<table border="1"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td><b>1</b></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td><b>2</b></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x	x	x	<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																												
<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								

IP Turku will disseminate INTERACT information and results by several means. The most direct dissemination method is distribution of materials at the events. One set of materials is distributed to each participant of an event. Additional copies can be downloaded from website. In addition to participating in the joint promotion activities of INTERACT coordinated by the IS, IP Turku will promote INTERACT Programme and its services in events organised by CBC programmes and other associated partners of programmes. This is done in form of information stands and/or by providing informative presentations. In addition to informing of services and events, there will be promotion on secondary documents being available to programme partners: the manuals, the handbooks, applicant's package etc. Similar presence is foreseen to take place in relevant events of the hosting organisation.

IP Turku will also produce press releases and informative articles in connection to events and offer them to targeted media related to regional development in the area. Such releases will be given in local languages.

### Result Indicator

Result Indicators – DISSEMINATION & PUBLICITY

x Number of paper copies distributed

Total number: 200

**Description of the results including target groups** (aim to be concise yet exhaustive)

Material sets are compiled of existing INTERACT training materials and/or of new materials produced for events. Each set contains different number of publications. They may be distributed either by hard copy printouts or soft copies on USB sticks or by downloading from website

**Feedback exercise** yes x no ☐ Indicate whether a feedback exercise will take place

Feedback is collected by assessing event evaluations, by interviewing clients in needs assessment meetings and by download counters on the website

Subject Number	Subject Title											
9	Dissemination and Publicity											
Output Indicator 3.2. – Supporting Output – INTERACT Website												
Output Indicators – DISSEMINATION & PUBLICITY <input type="checkbox"/> Web Portal  Target: 1 Publicly available: yes Paper: <input type="checkbox"/> yes x no INTERACT Website: x yes <input type="checkbox"/> no												
Calendar – tick the months for the preparatory work and/or the final delivery												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x	x	x
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)											
Contributions and updates from all IPs to the INTERACT website structure and content, to be coordinated by the Communication Group.											

Subject Number	Subject Title																																							
10	Coordination with/in the Managing System																																							
<b>Output Indicator 4.1 – Updated Tools and Resources</b>																																								
Output Indicators – RESOURCES/Tools x Refined and Updated Tools Target: 1 Publicly available: yes INTERACT Website: x yes <input type="checkbox"/> no																																								
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery																																								
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th><th>Jan</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th></tr> <tr> <td><b>1</b></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> <tr> <td><b>2</b></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x	x	x	<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																												
<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)																																								
The update of Tools from the INTERACT Website is to be coordinated by the Content Group.																																								
<b>Result Indicator</b>																																								
Result Indicators – RESOURCES x Number of downloads  Result Indicators – RESOURCES x Number of programmes in which tools are used																																								
<b>Description of the results including target groups</b> (aim to be concise yet exhaustive)																																								
<b>Feedback exercise yes</b> <input type="checkbox"/> <b>no</b> <input type="checkbox"/> Indicate whether a feedback exercise will take place																																								
Describe the feedback exercise (e.g. a questionnaire filled in by all participants etc)																																								

Subject Number	Subject Title
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11	<b>Coordination with/in the Managing System</b>											
<b>Output Indicator</b>												
<p>Output Indicators – MANAGEMENT/Quality Management (no result indicators)</p> <p>x CooG and other permanent work groups</p> <p><input type="checkbox"/> Quality Assurance Manager Employed</p> <p><input type="checkbox"/> Manuals describing standardised core processes</p> <p><input type="checkbox"/> A certification scheme for contributors (thematic or pilot networks)</p> <p>x Staff trainings</p> <p>x Focus Group with Stakeholders</p> <p>x Required reports</p> <p>x Establishment and maintenance of INTERACT 2007 – 2013 Corporate Identity</p>												
<b>Calendar</b> – tick the months for the preparatory work and/or the final delivery												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x	x	x
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Description of the output(s) including target groups</b> (aim to be concise yet exhaustive) (programmes involved)												
IP Turku contribution to the delivery of INTERACT Managing System and permanent workgroups and trainings within the INTERACT programme.												

**Signature of Legal Representative of the contracted institution**

Name of Legal Representative	
Position in the institution	
Date and place	
Stamp	
Signature	

Cut Indicator of your choice below, paste it into the "Output Indicator" field + fill in

Output Indicators – RESOURCES/Knowledge base

- ☐ Studies                      ☐ Material Sets                      ☐ Surveys                      ☐ Web Resources  
☐ Technical Dossiers on Good Governance                      ☐ General information services

Target:

Publicly available:

Paper: ☐ yes ☐ no

INTERACT Website: ☐ yes ☐ no

Output Indicators – COOPERATION/Network Coordination

- ☐ Two tier network set-up and coordination  
☐ Enhancement and maintenance of external networking

Target:

Location:

Output Indicators – COOPERATION/Exchange and Transfer

- ☐ Seminars and Workshops                      ☐ E-Workshops ☐ Advisory services  
☐ Thematic Networks                      ☐ Framework for laboratory groups and pilot networks  
☐ Conferences

Target:

Location:

Output Indicators – DISSEMINATION & PUBLICITY

- ☐ Web Portal  
☐ Newsletter                      ☐ Promotional Activities

Target:

Publicly available:

Paper: ☐ yes ☐ no

INTERACT Website: ☐ yes ☐ no

Output Indicators – MANAGEMENT/Quality Management (no result indicators)

- ☐ CoG and other permanent work groups  
☐ Quality Assurance Manager Employed  
☐ Manuals describing standardised core processes  
☐ A certification scheme for contributors (thematic or pilot networks)  
☐ Staff trainings  
☐ Focus Group with Stakeholders  
☐ Required reports  
☐ Establishment and maintenance of INTERACT 2007 – 2013 Corporate Identity

Target:



Cut Indicator of your choice below, paste it into the “Result Indicator” field + fill in

**Result Indicators – RESOURCES**

☐ Number of paper copies distributed ☐ Number of downloads ☐ Number of programmes in which tools are used

Total number:

Location in Livelink:

**Result Indicators – COOPERATION**

☐ Number of new Contacts ☐ Members of Networks ☐ Audience reached with presentation ☐ Instances of advice ☐ Participant days ☐ Number of programmes in which tools are used

Total number:

**Result Indicators – DISSEMINATION & PUBLICITY**

☐ Media Coverage ☐ Visits to Website ☐ Number of paper copies distributed ☐ Number of downloads  
☐ Number of programmes in which tools are used  
☐ Number of instances of media coverage

Total number: