

Annual Work Plan 2nd Semester 2008

INTERACT Point Viborg

INTERACT Point Objectives for 2008

The two main objectives of the INTERACT Point are to ensure that the staff, systems and other to ensure that the levels are the most possible launch of INTERACT II.

At the moment the staff is being replaced but Katerina S. replacements will be kept open for applications in order to have new staff but with new recruitment process, it is unlikely

largely supporting actions for the delivery of these events. They include updates of materials including web resources and the production of documents for new events. Also included is a package of management and coordination activities to ensure the smoothest possible launch of INTERACT II.

If additional staff can be put in place before the end of the year we will schedule additional activities. These will be considered in order of the following priority:

1. Follow-up event on INTERREG III closure with IP Vienna in Greece (1). This event has already been requested as several MSs were unable to attend the last event.
2. Additional advisory services (3). We are aware of requests that will probably exceed our current resources for these events.
3. Events focused on consolidating contacts with our zone and the transnational programmes
4. Launch of preparation actions for new activities in 2009.

Longer term the hope is to raise fulltime staffing of the INTERACT Point to 6 people. This actually represents a return to the staffing levels in 2006 and 2007 but with slightly different profiles. Instead of separating the communication and administration functions as was the case in the past, we would combine these tasks in one person (neither is a fulltime role any longer). The extra member of staff would instead back-up the coordinator and Katarzyna Pelc in developing and delivering finance related content. This is necessary to ensure that the provision of finance related events is less dependent on the availability of the coordinator and that the coordinator has sufficient time to devote to the management and development of the INTERACT Point and its staff.

This means that the bulk of this work plan will be carried out by one coordinator, one trainer (Katarzyna Pelc) and one member of staff responsible for communications and administration (Guillaume Terrien). The trainer available works exclusively with finance issues and this produces an additional limitation. It is also expected that the coordinator will have quite a full work load of administrative issues and meetings.

The levels of needs and expressions of interest in IP Viborg services, however, remain unchanged. This work plan is an attempt to prioritise those needs in order to deliver the most urgent despite the limited resources available. As such, we have targeted the following activities:

Financial management: 3 seminars and an e-workshop on general financial issues.

Project management: 1 seminar for project support staff on successful tools and practices in INTERREG project management. 1 new seminar on financial management for projects.

Audit and control: 2 seminars on first level control.

Programme management: 1 seminar on Article 71

Advisory services: 3 targeted events for programmes and/or Member States are provisionally planned

In this way we expect to be able to meet the most urgent needs and produce valuable content for use in other programmes and zones. We will also pursue the issue of knowledge management and capitalisation of INTERREG III results though this activity will be coordinated by the secretariat. The other activities included in this work plan are

Cooperation within the Managing System

The INTERACT Point will continue to coordinate all activities with other parts of the Managing System. In terms of the other INTERACT Points, it must be expected that IPs ~~Turku and Valencia will have relatively few activities in 2008 due to the need to run full~~

Initially we had hoped and expected to have a working regional network by this time with an established system of exchanging needs and services. Events have unfortunately but inevitably delayed this process and we must accept that in the second part of 2008 we will not have the resources to formally initiate this process.

This is not to say that we are not in touch with the programmes of our regional network or that there is not work we can do develop these contacts. We know key staff in almost

~~for our own events and provide staff and materials for Vienna events.~~

Naturally we will also continue full cooperation with the Secretariat and the new Managing Authority. There are many tasks over the coming months that will require on-going discussion such as the content of the new website, the preparation of new publicity materials, conference packs and other seminar materials. We hope also that the NCP network will start to operate – if not in its final form then at least in part. As the coordinating body for the network, we expect to be in close contact with the secretariat to discuss our needs at this stage.

Approach to Stakeholders and Networks

all of these programmes through contacts established during INTERACT I. As programmes have been informed about the zoning approach in INTERACT II they have in many cases already started to target their contacts to 'their' IPs and this is allowing us to strengthen initial relationships with targeted advisory services. This provision of urgent services to the programmes in the zone will be a focus of the July-December plan.

We are still missing one important element though due to the delayed set-up of the NCP network. We believe that the network offers a back-up for information collected directly from programme stakeholders and will provide a vital additional communication channel into national and regional networks. We appreciate that within our zone many NCPs will be happier to take on a relatively minor role and will therefore focus on the needs confirmation and communication roles mentioned above.

Again, contacts with many transnational programmes are already well established and in the first months of the year we have held events for them on finance and content issues. Some of the new or moved programmes are integrating into these networks but others are still less involved. An important challenge for the coming months will therefore be to improve contacts with the programmes that are less involved. This will have to be done, however, through using existing opportunities as we will not have the resources for separate meetings.

Subject Number	Subject Title											
1	Financial management											
Output Indicator												
1. Seminars and Workshops x 1 (Financial management seminar) 2. Seminars and Workshops x 2 (Financial management assisting IP Vienna) 3. E-Workshops x 1 (Finance focus)												
Calendar												
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of the output(s) including target groups												
The programme of general financial management events starts with a double seminar in Bratislava in July to clear the waiting lists for this event. These events are being organised by IP Vienna but we will provide half of the staff and update material beforehand. We will later in the year run another of these seminars – programme authorities are still recruiting and the demand for this material still seems quite steady. Finally, an e-workshop in early autumn will be focused on financial issues (probably closure and Article 71).												

Result Indicator
Participant days: 160
Description of the results including target groups
The events are targeted at programme level staff and particularly (but by no means only) at new staff. The event gives a background in the regulatory requirements and some of the main issues to be addressed throughout the programme lifecycle with a focus on lessons learnt from INTERREG III. Participants should leave these events confident about the main procedures in programme financial management. The e-workshop will address more specialist issues and will focus on obtaining feedback from Commission experts but with the same purpose.
Feedback exercise yes X no <input type="checkbox"/>
Evaluation form completed by participants

Subject Number	Subject Title											
2	Project management											
Output Indicator												
1. Seminars and Workshops x 1 (Project management)												
2. Seminars and Workshops x 1 (Financial management for projects)												
Calendar												
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
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"/>	X
Description of the output(s) including target groups												
<p>The project management seminar is an excellent training event for new INTERACT staff, allowing us to start them on an event that introduces the methods and main issues without too many technical details. This event will therefore be offered to meet the internal training need while at the same time answering the strong and steady demand from our stakeholders for this content. A new seminar will also be developed on financial management for projects. Many projects try to register for our existing financial management event but the content is not really appropriate. This new event will address that problem and will allow us to target information where it is most likely to have a strong effect on reducing project error rates. The content will not significantly overlap with other programmes' activities as we will be offering general advice and guidance rather than programme specific information.</p>												

Result Indicator
Participant days: 80
Description of the results including target groups
<p>The main target group for the project management seminar is programme staff involved in advising project staff. The seminar aims to give them a project's view of the programmes and provide them with tips and tools that have worked for other projects. There is also a focus on encouraging projects towards strongly result and objective led management. The project financial management seminar targets project staff directly to some extent but will also more importantly target regional multipliers such as contact points, European officers and external funding officers who are involved in advising regional partners during the project development process. The hope is to provide knowledge on important financial issues during the development stage so that they do not later become problematic during the implementation stage.</p>
Feedback exercise yes X no <input type="checkbox"/>
Evaluation form completed by participants

Subject Number	Subject Title
3	Audit and control
Output Indicator	

1. Seminars and Workshops x 2 (First Level Control).												
Calendar												
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Description of the output(s) including target groups												
<p>We have developed a seminar for controllers and those developing national control systems. It covers the regulatory requirements, eligibility and the specific checks carried out, as well as a case study allowing controllers to share experience of their practical approaches to control challenges. First run recently in Den Haag, demand for this event was very strong and feedback has been extremely positive. We will therefore repeat twice in the autumn.</p>												

Result Indicator
Participant days: 60.
Description of the results including target groups
<p>The event is aimed at controllers, staff responsible for establishing control systems and the accompanying training regimes and programme staff with an interest in control issues. The content addresses problems in existing control systems and the changes proposed to counter these. There is also a focus on exchange of experience between controllers on control standards and techniques. The seminar will also integrate the content of the new Commission good practice paper on first level control. The aim is that after the seminar the staff attending will have a clear idea of minimum control standards and new ideas on how to detect and correct project errors.</p>
Feedback exercise yes X
Evaluation form completed by participants

Subject Number	Subject Title											
4	Programme management											
Output Indicator												
1. Seminars and Workshops x 1 (Article 71).												
Calendar												
	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of the output(s) including target groups												
<p>Organised by IP Vienna with IP Viborg staff and the materials developed for the Brussels seminar in April. The event allows participants to assess their own systems and procedures against the relevant Commission checklists and gain clarification for their questions</p>												

Result Indicator
Participant days: 75
Description of the results including target groups
The event aims to make clear to the relevant programme staff the requirements of the Article 71 declaration as expressed in the regulations and in particular in subsequent Commission guidance and statements. Commission staff should be present to provide clarification on open questions. After the event any barriers to completing the required documentation should be removed.
Feedback exercise yes X no <input type="checkbox"/>
Evaluation form completed by participants

Subject Number	Subject Title
5	Programme information and advisory services
Output Indicator	
<ol style="list-style-type: none"> 1. Seminars and Workshops x 3 2. General information services x 50 3. Web resources x 1 4. Promotional initiatives x 3 	
Description of the output(s) including target groups	
<p>These seminars and workshops are delivered to individual programmes, Member States or groups on request and on subjects selected by participants. In some cases these events follow closely the content of one of our other events but at other times the content is completely new. <i>We are aware of heavy interest in the UK already but hope that other MSs in our zone will also utilise this opportunity and express their own wishes during the upcoming MC meeting.</i> It is impossible to indicate timings etc for these events as they will only be confirmed after approval of this work plan and after consultation with the programmes involved.</p> <p>The general information services are mail or phone responses to individual requests. We do not include requests for documents or information on INTERACT services but rather only answers to content related questions. Such questions are common in the follow-up to events and after the publication of newsletters etc.</p> <p>The change-over to the new website will require an enormous amount of work on web content. On the one hand, all general information relating to IP Viborg is out of date and needs to be completely rewritten. All old reports and announcements of events need to be removed but the good content that is still relevant needs to be sorted thematically and provided with a new framework. Additionally, new sections need to be added. Given that this will involve significant time from all staff and will provide an improved and updated information resource for stakeholders, we include it as a separate output.</p> <p>In terms of promotion and publicity, we will rely heavily on communication services provided through the secretariat in Vienna but will undoubtedly continue to need targeted activities to promote individual events and improve contacts with our zone.</p>	

Result Indicator
Participant days: 50
Description of the results including target groups
These events are necessarily unpredictable at this stage but the intended result is that the programmes requesting the service are satisfied with the event provided and will use us again. Existing requests are from the Channel programme, Ireland-Northern Ireland-Scotland, UK regions in transnational programmes and a few less developed ideas from, for example, Sweden. We are always happy to receive new suggestions.
Feedback exercise yes X no <input type="checkbox"/>
Evaluation form completed by participants

Subject Number	Subject Title											
6	Financial management											
Output Indicator												
1. Refined and Updated Tools x 2												
Calendar												
	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of the output(s) including target groups												
As part of the closure of INTERACT I, we will be taking all existing documents to a provisional conclusion. Some, however, need a major overhaul because of the enormous amounts of new information that are still becoming available and the fact that the original documents were written for INTERREG III and must now be adapted for European Territorial Cooperation. Looking at the documents we will use most often, we will focus on the Financial Management Handbook and the First Level Control Guide, trying to have both ready for the autumn season.												

Result Indicator
Publicly available: Yes Paper: Yes INTERACT Website: Yes
Description of the results including target groups
These documents provide an important source of back-up information for the people who attend the events and allow us to provide more background and examples than are possible within the event itself. They also serve as an important alternative to attending events.
Feedback exercise Yes <input type="checkbox"/> No X
No feedback is planned but it would be very welcome if it could be organised centrally.

Subject Number	Subject Title
7	Various

Output Indicator												
Material sets x 4												
Calendar												
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X
Description of the output(s) including target groups												
Most of the events for the second part of 2008 are based on existing materials (and it is this indeed that will allow us to run the events). We will, however, develop new materials for the project financial management event and for the advisory services.												

Result Indicator												
Number of paper copies distributed – 75												
Description of the results including target groups												
One copy per participant at the relevant events. Although relevant, we have decided not to include number of downloads or number of programmes in which these documents are used. As soon as a reliable procedure is established for collecting this information, we will add these indicators.												
Feedback exercise yes X no <input type="checkbox"/>												
Event evaluation forms include a section for commenting on the quality of the event materials												

Subject Number	Subject Title											
8	INTERACT Point management and coordination											
Output Indicator												
1. Meetings of Coordinators' Group and Working Groups x 5												
2. Staff training on new systems x 1												
3. Required reports x 1												
Calendar												
	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	<input type="checkbox"/>	XX	X	X	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of the output(s) including target groups												
We expect some activity for all of the internal coordination groups (Coordinators, Communication, Finance and Content). Unfortunately, many of the staff involved will not be in place in the second part of the year so there will be limits to what can be achieved. The number here is necessarily an												

estimate. We expect that training will be offered on the new content management system for the website and use of the new Confluence management system. Certainly, it is not ideal but unavoidable that the staff involved will not all have been recruited. Providing training in August would allow the INTERACT Points to take advantage of a quiet period when staff could be spared for this task. The report is the work plan 2009. As the first full joint work plan of INTERACT II, we expect significant coordination work and the need to develop procedures and agreements on how INTERACT can most effectively deliver its services.

Signature of Legal Representative of the contracted institution

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