



# Project Development

- Tutorial and Feedback on Activity Reporting and Indicators  
[Project Development and Communications Unit]

30 September 2009, Antwerp, Flemish Region of Belgium





# Project Development

## – Tutorial and Feedback on Activity Reporting and Indicators

- Introduction of Desk Officers
- Lessons learned from the first reporting rounds
- Reporting on Content and Activities
- Project and Environmental Indicators
- Upcoming Events



# Introduction of Desk Officers

## Carsten Westerholt

Project Development and  
Communications Unit Manager  
carsten.westerholt@northsearegion.eu  
+45 8728 8066

## Jesper Jönsson

Project Development Officer  
jesper.joensson@northsearegion.eu  
+45 8728 8065

## Eva Eide

Project Development Officer  
eva.eide@northsearegion.eu  
+45 8728 8078

## Sina Redlich

Project Development Officer  
sina.redlich@northsearegion.eu  
+45 8728 8067



# PDU & FU Desk Officers

The Interreg IVB  
North Sea Region  
Programme



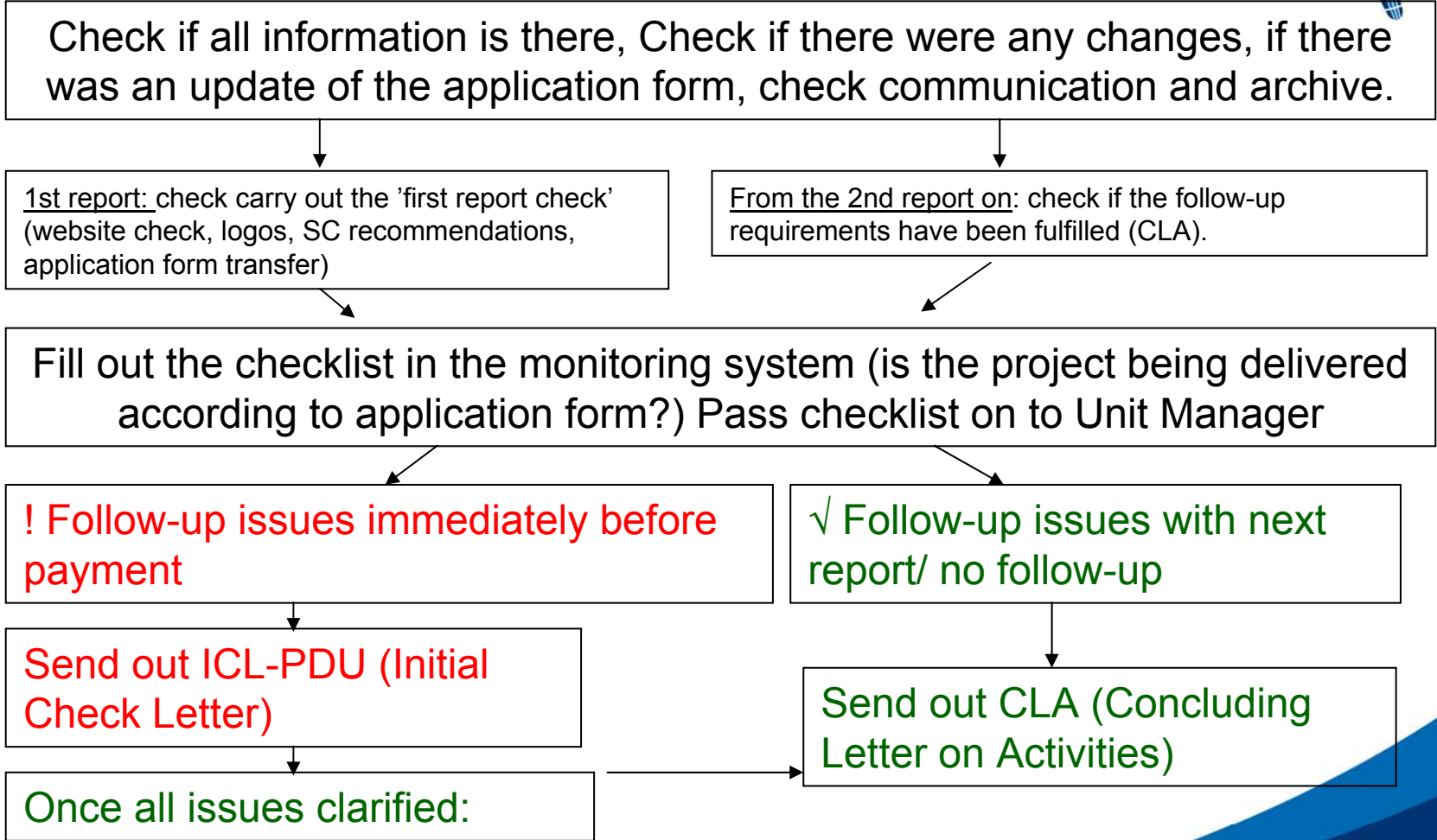
		Project Development and Communications Unit (PDU)		
		Sina Redlich	Eva Eide	Jesper Jönsson
Finance Unit (FU)	Isabella Leong	<b>Clima Fruit</b> <b>E-CLIC</b> <b>ERIP</b> <b>IFP</b> <b>MP4</b> <b>Vital</b> <b>WW4G</b>	<b>Aquarius</b> <b>Dryport</b> <b>North Sea Supply</b> <b>SURF</b> <b>TIDE</b>	<b>ANSWER</b> <b>CPA</b> <b>DiPol</b> <b>enerCOAST</b> <b>MARE</b> <b>North Sea - SEP</b> <b>SKINT</b> <b>SUSCOD</b>
	Christian Zieske	<b>CCC</b> <b>LNS</b> <b>NSSP</b> <b>Smart Cities</b>	<b>BWO</b> <b>CA! (ext)</b> <b>Care-North</b> <b>DC NOISE</b> <b>NMU</b> <b>NS FRITS</b> <b>POYO (ext)</b>	<b>BioCHAR</b> <b>BLAST</b> <b>Build with Care</b> <b>C2CI</b> <b>CLIWAT</b> <b>Power Cluster</b> <b>SAWA</b> <b>StratMos (ext's)</b>



# Lessons learned from the first reporting rounds

- Lead Beneficiary Principle
  - Delay in activities
  - Transnational aspects – not only reporting on individual activities
  - Lack of consistency – approved application v/s reported activities
  - Publicity and Communication plan – in some cases still missing
  - Indicators
  - Enclosures
- 
- Transfer of application to the on-line system
  - Explanation for Changes and other project issues sheet

# PDU Periodic Report Process





# Reporting on Content and Activities

## The Interreg IVB North Sea Region Programme



Applications / The Apogee Test Application 09

### A1. Title and Summary of Project

#### 1 Title and Summary of Project

1.1 Full Name  
The Apogee Test Application 09

1.2 Acronym  
ATA

1.3 Summary  
demo demo demo demodemodemod

1.4 Lead Beneficiary

Organization	Apogee Information Systems	First Name	Markos
Legal Status	free	Last Name	Giannopoulos
Address	address 22	Director (full name)	Nektarios Bazilelis
Post Code	2345	Project Manager (full name)	Mania Pispithopoulou
City	theosatoriki thh	Telephone	2310323011
Country	CYPRUS	Fax	222
NUTS 3 Region (code)	CY000 Kίpros/Κίβρις	Email	demo@apogee.gr
		Homepage	http://apogee.gr/

1.5 Beneficiaries

#	Organization / Homepage	Legal Status	Contact Person / Email / Telephone / Fax	Address / Post Office / City	Country / Region
1	one2	demo1	demo2 demo2 demo@demo.dem +353 333333, +353	demo3 demo, demo	BELOW BE211 Antwerpen (Arrondissement)
2	hghgh	ll	ll llw@llw.com +36 8989, +36 22	ll llllladasdas, sdsadasdas	ROMANIA RO115 Satu Mare
3	new1	dd	dd dd .	dd 322,	

1.6 Sub-Partners

September 2009 Report: Activity: The Apogee Test Application 09

Please fill in the data requested. When moving between the tabs (Cover, Beneficiary and project information, etc.), the data entered will be saved automatically. You do not have to use 'Submit and return' button for moving between the tabs. 'Submit and return' button is used to save the data and move to the view version or when you want to save your data and leave the form (you will still be transferred to the view version, where you will have to use the HOME link in the top left corner to move to the welcome page, with overview of all processes. Please note that moving directly to HOME will not save your data).

At any time you are able to export the data to WORD. In order to do it, you must first use the button 'Submit and return'. You will be transferred to view version. The export to WORD link is in the top right corner of the form. Do not be concerned if the formatting of the WORD document is not perfect. It is just your working document. The final document will be generated in PDF. When you click the data (see 'Finalise' tab), you will only be able to export to PDF (Export to Word' link will become 'Export to PDF link). The PDF document is the one to be signed and sent to the secretariat.

If you need to make changes, after confirming completion, you have to edit the on-line form, confirm completion again and generate a new PDF document.

Showhide help

Cover 1. Beneficiary and project information 2. Time period (6 months) 3. Changes and other project issues 4. Work packages/activities

5. Completion of a work package 6. Transnational approach 7. Transnational partnership 8. Knowledge transfer and links 9. Innovation

10. Publicity 11. Indicators 12. Enclosures Finalise

This section seeks to cover the work done and outputs produced during the 6 month time period covered by the Periodic Report on Activities. The amount of information provided should be proportionate to the level of spend during the reporting period. For example, if you have spent 500,000 EURO's on a material investment and reported on this in less than ten lines, it is likely that it would not provide the secretariat with enough information.

In order to get a clear picture of the project progress and its outcomes, you should, where possible, enclose photographs of the main outcomes during the reporting period. Pictures should include information of what the image shows and when and where it was taken. To substantiate the delivery of activities and outcomes co-financed by the programme, you should also enclose samples of important deliverables and tangible results of your project.

4a. Work packages and activities

Describe the main project activities and results that have been carried out during the reporting period (to include a description of any material investments carried out by the project). Please break the description down into the relevant work package as was described per your project application. Please also list any outcomes, results and impacts (including those that have not been expected), which could be relevant to for communication on programme level

If there is a change to an activity or work package please refer to section 3 and 4 in the Explanation for Change Form

If you are pasting text from Word, please use the "Paste from Word" button

Open the WP section 4.4 of my application form in another window - GO

Appendix 10a

Interreg IVB North Sea Region Programme

Periodic Report on Activities - PRACTISE VERSION to be sent to Lead Beneficiary

Internal filing number:

This is the Periodic Report number for this particular project:

Name of project:

Project number:

This is the Activities Reporting Form to be filled out by each partner of a project. The Lead Beneficiary will send out this form to all partners and the partners will subsequently submit the form back to the Lead Beneficiary, who will then compile the information in a separate form (Periodic Report on Activities - PRACTISE VERSION) in order to submit the project's periodic reports on activities to the Joint Technical Secretariat.

The individual partners will cover in this form only the information regarding the activities / work packages that the specific partner was responsible for or involved in.

Separate reports by project partners will not be considered by the Secretariat. It is the task of the Lead Beneficiary to collect information from the partners and to prepare the reports for the whole project.

Update Summary:

How you are required to provide a short summary about the progress of the activities/work packages you were responsible for/involved in, which were carried out during the reporting period. Please note that this summary should be concise and avoid lengthy technical details. This summary will feed into a project level summary to be approved by the project partner, which will enable people to obtain information about the project and its latest achievements. NB! Do not limit 500 characters.

Name of project:

Project number:

This is the Periodic Report number for this particular project:

Name of project:

Project number:

This is the Activities Reporting Form to be filled out by each partner of a project. The Lead Beneficiary will send out this form to all partners and the partners will subsequently submit the form back to the Lead Beneficiary, who will then compile the information in a separate form (Periodic Report on Activities - PRACTISE VERSION) in order to submit the project's periodic reports on activities to the Joint Technical Secretariat.

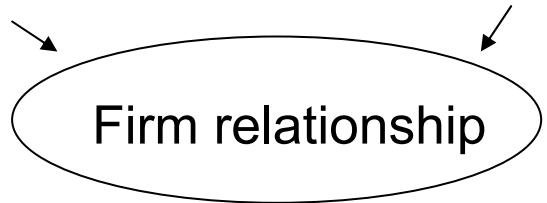
The individual partners will cover in this form only the information regarding the activities / work packages that the specific partner was responsible for or involved in.

Separate reports by project partners will not be considered by the Secretariat. It is the task of the Lead Beneficiary to collect information from the partners and to prepare the reports for the whole project.

Update Summary:

How you are required to provide a short summary about the progress of the activities/work packages you were responsible for/involved in, which were carried out during the reporting period. Please note that this summary should be concise and avoid lengthy technical details. This summary will feed into a project level summary to be approved by the project partner, which will enable people to obtain information about the project and its latest achievements. NB! Do not limit 500 characters.

You are required to report on your activities two times a year. The Lead Beneficiary will forward the form to you upon time for reporting. All information given in this report should only cover the time period that is covered by the report. You should not report on activities that have not yet taken place.



Investing in the future  
by working together for a  
sustainable and competitive region



# PDU Periodic Report Process

## The Interreg IVB North Sea Region Programme



For the 1st report, check carry out the 'first report check' (website check, logos, SC recommendations, application form transfer)

Check if all information is there, Check if there were any changes according to checklist (partnership, timeline...), if there was an update of the application form, check communication and archive.

Applications / The Apogee Test Application 09

Please DO NOT print the application for submission files

### A1. Title and Summary of Project

#### 1 Title and Summary of Project

1.1 Full Name					
The Apogee Test Application 09					
1.2 Acronym					
ATA					
1.3 Summary					
demo demo ## demodemdemdem					
1.4 Lead Beneficiary					
Organisation	Apogee Information Systems	First Name	Markos		
Legal Status	deee	Last Name	Oranopoulos		
Address	address 22	Director (full name)	Nektarios Biazidis		
Post Code	2345	Project Manager (full name)	Maria Prospathopoulou		
City	thesaloniki hhj	Telephone	2310323011		
Country	CYPRUS	Fax	222		
NUTS 3 Region (code)	CY000 K�mpo�s / K�m�s	Email	dev@apogee.gr		
		Homepage	http://apogee.gr		
1.5 Beneficiaries					
#	Organisation / Homepage	Legal Status	Contact Person / Email / Telephone, Fax	Address / Post Code, city	Country / Region
2	one2	demo1	demo2 demo2 demo@demo.dgm +352 333333, +352	demo3 demo, demo	BELGIUM BE211 Antwerpen (Arrondissement)
3	BR98I	II	II II sw@sw.com +36 8888, +36 22	II Ijlsdasdas, sdaasdas	ROMANIA RO115 Satu Mare
4	new1	dd	dd dd .	dd 322,	
1.6 Sub-Partners					

NSRP IVB Monitoring System / JTS

Jasper Jonsson Media Manager Logout  
NSRP IVB User Area

Home Pre-Assessment Applications > Configuration > Essence CMS >

Report Activity: A North Sea Way to Energy-Efficient Regions

Cover 1. Beneficiary and project information 2. Time period (6 months) 3. Changes and other project issues 4. Work packages/activities

5. Completion of a work package 6. Transnational approach 7. Transnational partnership 8. Knowledge transfer and links 9. Innovation

10. Publicity 11. Indicators 12. Enclosures Finalise

**i** You are required to report on your activities two times a year. The secretariat will always send a request for periodic reports (once every six months). All information given in this report should only cover the time period that is covered by the report. You should not report on activities that have not yet taken place.

Please only report on indicators once every 12th month and on an even report.

The information provided in the reports is fundamental to the programme secretariat for several reasons. Firstly, the secretariat relies on the information provided in the reports to obtain an accurate picture of project progress, both in relation to activity and finance. Secondly, the reports provide the secretariat with the information it needs to monitor the project and enable it to check that the project is delivered in accordance with the application form. Finally, the secretariat can use the up to date information provided in the reports for dissemination and promotional purposes.

Separate reports by project beneficiaries will not be considered. It is the task of the lead beneficiary to collect information from the beneficiaries and to prepare the reports for the whole project.

When completing your report you should also remember:

- In all cases the structure of reporting should follow the structure of, and be consistent with the information provided in your application and appendices. For example, if you have described the project activities under a specific work package, you should report on their functioning within the pre-chosen work package. Or, if you should have not executed the actual activities in







# Reporting on Content and Activities

## The Interreg IVB North Sea Region Programme



Region Programme



Report: Activity: The Apogee Test Application 09

<b>Cover</b>	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	6. Transnational approach	7. Transnational partnership	8. Knowledge transfer and links	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	Finalise	

When completing your report you should also remember:

- In all cases the structure of reporting should follow the structure of, and be consistent with the information provided in your application and appendices. For example, if you have described the project activities under a specific work package, you should report on their functioning within the pre-chosen work package. Or, if you should have not executed the actual activities in the way they had been described in the application form, you should always report this immediately, giving reasons.

- When reporting you should consider the relevance of the information you are providing in enabling the programme secretariat to monitor the progress of your project. Whilst the programme secretariat recognises the importance and necessity of smaller project meetings held by individual project partners, it is more interested in receiving activities that have been undertaken which have a strategic and transnational importance for the project i.e the establishment of a transnational training programme. This is particularly the case if they have a bearing on the overall project and have a specific outcome.

- Whilst the programme secretariat may refer to your project website for additional information, a general update on your projects progress or for promotional purposes, project websites cannot be used as a sole mechanism for reporting i.e. you cannot ask the secretariat to refer to the website for an update of the project activities and outputs instead of completing the appropriate sections of your your activity report. Your project website should be referred to as an example of a project output, or if the activities outputs etc. being reported on cannot be translated or displayed in the report forms.

- You should not only report on activities carried out but also provide information about the outputs and results achieved as a result of the activity.

- You should not simply cut and paste the information provided to you by your partners in the report, but consider and convey the information that has been provided in the style in which the whole activity report has been written.

**Project** The Apogee Test Application 09

**Reporting Round** March 2009

**Internal Filing Number**

**Periodic Report number**

### Update Summary

Here you are required to provide a summary about the progress of the project during the reporting period. Please note that this summary will be uploaded to the (your) project section of the



# Reporting on Content and Activities

## Lead Beneficiary information

Organisation	Apogee Information Systems	First Name	Markos
Legal Status	deee	Last Name	Giannopoulos
Address	address 22	Director (full name)	Nektaios Baziotis
Post Code	2345	Project Manager (full name)	Maria Prospathopoulou
City	thessaloniki hhj	Telephone	2310323011
Country	CYPRUS	Fax	222
NUTS 3 Region (code)	CY000 Κύπρος / Kibns	Email	dev@apogee.gr
		Homepage	http://apogee.gr/

Priority 4 - Promoting Sustainable and Competitive Communities

ERDF 103.435

Project website

## Information on Beneficiaries

#	Organisation / Homepage	Legal Status	Contact Person / Email / Telephone, Fax	Address / Post Code, City	Country / Region
2	one2	demo1	demo2 demo2 demo@demo.dom +353 333333, +353	demo3 demo, demo	BELGIUM BE211 Antwerpen (Arrondissement)
2	lkjklk	lll	lll ll	lll	ROMANIA

## Certification by Lead Beneficiary

Name

Position

Signature

Date

\* required fields

Submit and return



# Reporting on Content and Activities

HOME | Markos Giannopoulos | Apogee Information Systems | logout

The Interreg IVB North Sea  
Region Programme

Report: Activity: The Apogee Test Application 09

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	6. Transnational approach	7. Transnational partnership	8. Knowledge transfer and links	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	Finalise	

**This Activity report covers the time period from**

**To**

**Extended implementation period**

**To**

\* required fields



# Reporting on Content and Activities

## 3.1 Changes process

Have any of the changes below been made during the reporting period

No  Yes

Have they been processed using the above listed process

No  Yes

**i** (If no, please use the comments box below to elaborate)

Change of contact details

No  Yes

Changes of activities in the work packages

No  Yes

Change of partnership

No  Yes

Change of project timeline (new project timeline)

No  Yes

## 3.2 Other project issues

Incompletion of a work package

No  Yes

Addition of an Indicator

No  Yes

Publicity

No  Yes

Activities outside the Eligible Area

No  Yes

Comments


**i** If you are pasting text from Word, please use the "Paste from Word" button


0

From the 2nd report on, check if the follow-up requirements have been fulfilled (CLA).

# Reporting on Content and Activities

## Activity Changes Form



The Interreg IVB  
North Sea Region  
Programme 

Interreg IVB North Sea Region Programme  
Explanation for Changes & other project issues sheet

Internal filing number

Number of change(s)

<b>Name of project:</b>
Project acronym:
ID journal number:

*The programme secretariat understands that it is sometimes necessary to make adjustments and changes in certain areas i.e. to an activity, during the lifetime of the project. By amending the application form and saving the edited version, the project has the opportunity to make these changes at any given time and ideally as soon as they are known about. An explanation for the changes needs to be provided in this Explanation for Changes/other project issues sheet. Please note that this means that changes to the project **should not** be reported on in the periodic reports for activities.*

*The Joint technical secretariat will need then make a decision for action based on the edited application and explanations provided.*

*The Lead Beneficiary is, as the final beneficiary, responsible for the implementation of the entire project. This organisation will be responsible for reporting to the Secretariat after approval of the project. More information on Lead Partnership can be found in the Fact Sheet on the Lead Beneficiary Principle.*

<b>1. Partner and project information</b>				
<b>Lead Beneficiary information</b>				
Organisation				
Address				
Postcode, City/Town				
Telephone			Country	
e-mail			Fax	
<b>Information on beneficiaries</b>				
Beneficiary no	Organisation	Country	NUTS Code	Contact details

- Change of contact details
- Changes of activities in the WP
- Incompletion of a work package
- Withdrawal of project partner
- Change of project timeline
- Project indicators



# Reporting on Content and Activities

**4a. Work packages and activities**

**i** Describe the main project activities and results that have been carried out during the reporting period (to include a description of any material investments carried out by the project). Please break the description down into the relevant work package as was described per your project application. Please also list any outcomes, results and impacts (including those that have not been expected), which could be relevant to for communication on programme level

If there is a change to an activity or work package please refer to section 3 and 4 in the Explanation for Change Form

**If you are pasting text from Word, please use the "Paste from Word" button**

X [Rich Text Editor Icons]

---

**4b. Activities outside the eligible area**

**i** Have all of the activities been carried out within the eligible area?

Has there been any travels outside the eligible area

**If you are pasting text from Word, please use the "Paste from Word" button**

X [Rich Text Editor Icons]

---

**4c. Activities or travels outside the eligible area (that were not listed in Q2.4 of the approved application form)**

**i** Please describe the activities or travels which took place and the outcomes of this.



# Reporting on Content and Activities

[Show/Hide help](#)

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	6. Transnational approach	7. Transnational partnership	8. Knowledge transfer and links	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	Finalise	

**i** If one of the work packages of the project (as indicated in the approved Application Form) has been completed during the time period that this Activity Report covers, please fill in this section.

If you were due to complete a work package during the reporting period but did not, please see the change process as outlined in section 3.

### Completed Work Packages

**i**

Open the WP section 4.4 of my application form in another window - [GO](#)

Open the Gantt Chart section 4.5 of my application form in another window - [GO](#)

a) State what work package has been completed and its starting and completion date  ✘

Start Date: 01/05/2009      Completion Date: 04/05/2009

b) Does this completion of a work package correspond with the application form? *If no please read the guidance for this question above.*      Yes

c) What have been the main outcomes and results of the completed work package?  
dedededede



# Reporting on Content and Activities

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	<b>6. Transnational approach</b>	7. Transnational partnership	8. Knowledge transfer and links	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	Finalise	

**i** You should outline the transnational features of the activities. Please explain here how your project activities have ensured transnationality in their approach for example, describe here how your project beneficiaries have worked transnationally during the period in order to make the relevant impact i.e. beyond the work carried out within each partner country. In addition, you should demonstrate the way in which your activities have had a transnational impact.

*Your answer in question 6.1 of the original application:*  
**demo demo demo demo demo demo demo demo demo demo demo**

**How has the project ensured transnationality in its approach during the reporting period?**

**i** **If you are pasting text from Word, please use the "Paste from Word" button**






# Reporting on Content and Activities

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	6. Transnational approach	<b>7. Transnational partnership</b>	8. Knowledge transfer and links	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	Finalise	

**i** Describe the role of the beneficiaries and the horizontal (different sectors) and vertical (different levels of government) and geographical (different regions) co-operation that has taken place and how have they contributed towards the project. Please also describe any problems within the partnership.

*Your answer in question 6.2 of the original application:*  
**demo demo demo demo demo demo demo**

**a) How have the project partners ensured horizontal and vertical participation?**  
**b) Are there any difficulties in the partnership?**  
**If a partner wishes to withdraw or change responsibility within/from the partnership please refer to question 4 in the Changes Explanation form**

**i** **If you are pasting text from Word, please use the "Paste from Word"  button**




# Reporting on Content and Activities

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	6. Transnational approach	7. Transnational partnership	<b>8. Knowledge transfer and links</b>	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	Finalise	

**i** Describe if the project has built on or contributes towards other European policies or initiatives i.e. the White Paper for Transport 2010, the EU Maritime Policy etc. during the reporting period. Also describe if the project builds on or contributes towards national policies in the partner countries i.e. National Reference Frameworks etc. In addition you should state if the project has linked to any other projects or programmes and the outcome of this.

*Your answer in question 8.1 of the original application:*  
**sdfsdfsdfsdf sdfsdfsdf ffffff ffffff**

a) Which European /national or other policies has the project contributed towards during the reporting period?  
b) Does the project make any links to any current and former programmes and projects during the reporting period? If yes, please present how these links are implemented in your project.  
c) Have other contacts have been made during the reporting period?

**i** If you are pasting text from Word, please use the "Paste from Word"  button





# Reporting on Content and Activities

5. Completion of a work package	6. Transnational approach	7. Transnational partnership	8. Knowledge transfer and links	9. Innovation
<b>10. Publicity</b>	11. Indicators	12. Enclosures	Finalise	

**i** Here you should describe communication and publicity activities on the different levels (international, national, regional and local) aiming to communicate the added value of the project. Transnational added value should be highlighted.

In addition, you need to provide references to the EU and ERDF as stated in regulation (EC) 1828/2006. This is relevant for all beneficiaries and all communications and publicity activities. If the questions in 9c referring to this are not relevant for the project during the reporting period the 'not relevant during the project period' box must be ticked.

If you tick the 'no' box it implies that you should have carried out the fulfilment, but have not. You should therefore explain why this action has not been carried out using the Explanation for Changes form.


Please remember to include evidence (e.g. pictures/photographs) as attachments to the report as well as copies of relevant documents and reports with the logos displayed.

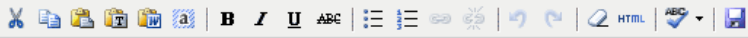
Please note that references clearly indicating that the activities have been part funded by the EU/ERDF are mandatory. Failure to comply can result in the activity/product NOT receiving the relevant ERDF contribution.

In addition the North Sea Region Programme encourages the use of the Programme logo and related references in all communications activities. Please consult the Graphical Guidelines document in the Downloads section of the Programme website for more information about the use of the logo. In the same section logos are available for download.

For more information please see Chapter II Section 1 of regulation (EC) No 1828 /2006.

**a) What kind of communication and publicity activities have been carried out?**  
**b) Have any particular activities obtained particular attention for the project or Programme?**

**i** If you are pasting text from Word, please use the "Paste from Word"  button





# Reporting on Content and Activities

**10ci) (a) the total public contribution to the operation exceeds EUR 500 000;**  No  Yes  Not relevant during this reporting period

**10ci) (b) the operation consists in the financing of infrastructure or of construction operations.**  No  Yes  Not relevant during this reporting period

**If you have answered both questions with yes, please provide details about the infrastructure or construction and the billboard:**

**i** The following information should be displayed for all information and publicity measures aimed at beneficiaries, potential beneficiaries and the public

- the emblem of the European Union, in accordance with the graphic standards set out in Annex 1 of the Official Journal of the European Union
- reference to the ERDF: 'European Regional Development Fund';
- the statement 'Investing in the future by working together for a sustainable and competitive future'.

This information shall take up at least 25% of the billboard. When the operation is completed, the billboard shall be replaced by the permanent explanatory plaque referred to in the next question.

**If you are pasting text from Word, please use the "Paste from Word" button**





# Reporting on Content and Activities

HOME | Markos Giannopoulos | Apogee Information Systems | [logout](#)

The Interreg IVB North Sea  
Region Programme

Report: Activity: The Apogee Test Application 09

Cover
1. Beneficiary and project information
2. Time period (6 months)
3. Changes and other project issues
4. Work packages/activities

5. Completion of a work package
6. Transnational approach
7. Transnational partnership
8. Knowledge transfer and links
9. Innovation

10. Publicity
11. Indicators
12. Enclosures
Finalise

**i** To substantiate the delivery of activities and outcomes co-financed by the programme, you should also enclose samples of important deliverables and tangible results of your project. In order to do so, please remember to include evidence as attachments (pictures/photographs) to the report as well as copies of relevant documents and reports with the logos displayed. Please, provide at least one hard copy of the enclosures to the JTS.

**Enclosures**


Format	Description	No. of pages/photographs	
book	test	11	✘
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✚"/>


\* required fields



# Reporting on Content and Activities

[HOME](#) | Markos Giannopoulos | Apogee Information Systems | [logout](#)




**The Interreg IVB North Sea Region Programme** 

Report: Activity: The Apogee Test Application 09

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
5. Completion of a work package	6. Transnational approach	7. Transnational partnership	8. Knowledge transfer and links	9. Innovation
10. Publicity	11. Indicators	12. Enclosures	<b>Finalise</b>	

**Completed**  No  Yes

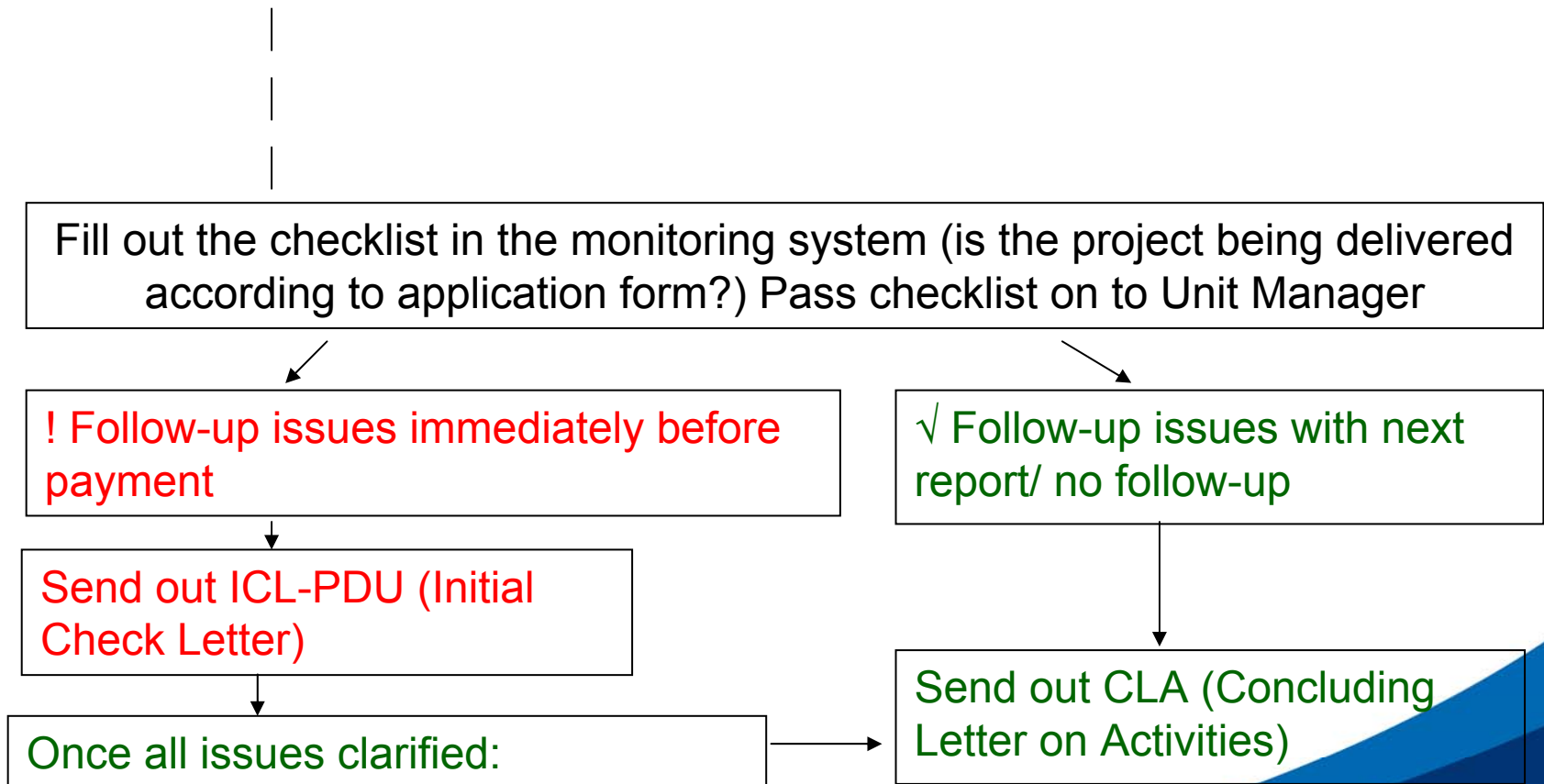
\* required fields

 **Submit and return**





# PDU Periodic Report Process





## Upcoming events

- Monitoring Committee (MC) Meeting, 28 – 29 October, 2009, Malmö, Sweden
- Deutsche Informationsveranstaltung am 4 November 2009, Bremerhaven, Germany
- Aqua Alta, 10 – 12 November 2009, Hamburg, Germany
- ***Next Reporting Round – Closes in Mid-November 2009***
- Call for Papers (TBA) – Annual Conference 2010
- Exhibition (TBA) – Annual Conference 2010



# Evaluation Forms

*Please remember to hand in your Evaluation Form before leaving!!!*



**The Interreg IVB  
North Sea Region  
Programme**



**Thank you very much!**

**Visit our website: [www.northsearegion.eu](http://www.northsearegion.eu)**

**The Interreg IVB  
North Sea Region  
Programme**

