

keep.eu 2018 training sessions

11/04/2018, 12/04/2018 Munich, Germany

25/04/2018, 26/04/2018 Amsterdam, Netherlands

23/05/2018, 24/05/2018 Lisbon, Portugal

Outcomes

Participants Participating programmes in Annex 1

Direct editing, by programmes' representatives, of the programmes' project-partner-call data

The programmes that have project-partner-call data in keep.eu will be given access to the keep.eu database (through the Kamut tool, which programme representatives can access through keep.eu).

This access will be given to the programme professionals nominated by their respective heads of Joint Secretariat (JS). Interact will send an e-mail to each of these programmes' head of JS asking for the nomination of the colleagues that will have access to change data regarding their programme's project-partner-call data in keep.eu (e-mail and keep.eu user name, since the colleagues need to have registered to keep.eu beforehand).

Further to receiving the nomination from the JS, the nominated colleagues' credentials will be upgraded to editor of keep.eu in the system. These colleagues will then be able to make the needed changes to 'their' data in keep.eu, as shown during the keep.eu training sessions.

Ideas for the use of standard data in the sector

The six training sessions were also meant to provide all participants with a level playing field regarding the potential of keep.eu in their daily professional lives, proceeding from there to showing each participant how programmes will, in the very near future, be able to directly edit their project-partner-call data in keep.eu.

The presentation of the last of the six sessions is in **Annex 2** to this document. Given the above-mentioned goals, this presentation is in itself a description of the sessions' outcomes. However, there was more to these sessions than just training. There were discussions about



the role of keep.eu in the sector and about improvements to make to this tool. Below is the result of these discussions.

Programmes should keep updated and accurate data in keep.eu in order to help the whole sector, in general:

- Build up a memory of itself.
- Improve programme / project monitoring.
- Fight fragmentation, provide coherent, meaningful multi-layer views of itself.
- Improve coordination.
- Improve cross-fertilisation / capitalisation / programming.
- Build up a centralised tool for programming.
- Provide centralised statistical dat.
- Improve its visibility.
- Be more easily integrated into other databases.
- Better promote itself (overall, at programme level, at project level).
- Use sectoral data in programmes' and other websites directly from keep.eu.

Regarding content and project management, programmes should keep updated and accurate data in keep.eu in order to help the whole sector with activities as diverse as:

- Aggregate project, partner data at regional, national, European, thematic level (from different programmes), all in one place.
- Get accurate views on any programme's area: Projects and partners from all or selected programmes in a given area.
- Get accurate views on any programme's area and adjoining areas: Assess possible overlaps and synergies between programmes; compare programmes; compare countries / regions.
- Look for possible double funding.
- Compare investment and achievements among geographic and thematic areas.
- Cluster partners thematically all over Europe or in a small region, or per country.
- Capitalise: Share ideas, compare achievements among programmes.
- Help current project and lead partners find new partners.
- Become more transparent and show what it is doing, its results and its impact (overall, at programme level, at project level).
- Direct beneficiaries (partners) to good practices, give them ideas of projects in their own area.
- Attract even better projects / partners.

From national or regional standpoints, programmes should keep updated and accurate data in keep.eu in order to help the whole sector, in general:

- Get accurate high-level views at national and regional level (e.g. with maps and charts).
- Prepare reports concerning specific data either detailed or broad-scope outlooks, or both on the sector.

- Provide detailed or broad-scope overviews of the whole sector in the whole of Europe, or in any given country, or in any region of Europe.
- Store and retrieve project- and sector results, better understand projects', programmes' and regions' results.

Further developing keep.eu

The following are the tips that the keep.eu team took home from the participants:

1. Excel exports (e.g. export project results to Excel):

- a. Text should be wrapped and immediately visible, even if this means further extending the sheets.
- b. Add to keep.eu the description of each and every project / partner / call fields.
- c. Replace heading 'Budget' with 'Project's budget'.
- d. Add the possibility to export to CSV.
- e. In case of charts, make them more user-friendly.

2. 'Partners' section

- a. Allow for search in two different periods.
- b. On top of the results page show summary of criteria and number of resulting records.
- c. In the result list, replace 'Not found in keep.eu' with 'Unknown (registered partner, not from database)'.
- d. Add to the partners result page two additional columns: 'Projects in which it took part' and 'Programmes financing the projects in which it took part'.

3. 'Countries and regions' section

a. Add an option to generate only partners from the database.

4. 'Statistics' section

a. Add budget by programme.

5. New project outcome library now being built

a. Explain in keep.eu the classification of documents.

6. Editing project-partner-call data in Kamut

- a. Possibility to lock all fields for any project-partner-call data
- b. Make it possible for the programme user to publish imported data



Annex 1 Programme participation





Programme participation

- Interreg Europe
- Interreg France-Wallonie-Vlaanderen (France-Belgium)
- Interreg TN Adriatic Ionian
- Interreg TN Alpine Space
- Interreg TN Central Europe
- Interreg TN Danube
- Interreg TN Mediterranean
- Interreg TN North West Europe
- Interreg V-A Belgium France (France-Wallonie-Vlaanderen)
- Interreg V-A Czech Republic Poland
- Interreg V-A Estonia Latvia
- Interreg V-A Finland Estonia Latvia Sweden (Central Baltic)
- Interreg V-A France Belgium The Netherlands United Kingdom (Two Seas)
- Interreg V-A Germany Austria Switzerland Liechtenstein (Alpenrhein Bodensee Hochrhein)
- Interreg V-A Germany Denmark
- Interreg V-A Germany/Bayern Czech Republic
- Interreg V-A Greece Bulgaria
- Interreg V-A Italy Croatia
- Interreg V-A Latvia Lithuania
- Interreg V-A Poland Denmark Germany Lithuania Sweden (South Baltic)
- Interreg V-A Poland Germany (Sachsen)
- Interreg V-A Romania Bulgaria
- Interreg V-A Romania Hungary
- Interreg V-A Slovakia Czech Republic
- Interreg V-A Slovenia Austria
- Interreg V-A Slovenia Croatia
- Interreg V-A Sweden Denmark Norway (Oresund Kattegat Skagerrak)
- IPA CBC Bulgaria Serbia
- IPA CBC Bulgaria The Former Yugoslav Republic of Macedonia
- IPA CBC Croatia Bosnia and Herzegovina Montenegro
- IPA CBC Croatia Serbia
- IPA CBC Romania Serbia
- PEACE (Ireland United Kingdom)
- Tesim





Annex 2

Presentation given at the sessions (as in last session)





Data management in keep.eu

Training

11, 12 April 2018 | Munich, Germany
25, 26 April 2018 | Amsterdam, Netherland
24, 25 May 2018 | Lisbon, Portugal

Rafael Agostinho, Interact Janne Kiilunen, Interact







Agenda

Let's try to keep times, discuss constructively and have a good time!

09.00 Introduction to the training and to the editing tool
10.30 Coffee break
10.45 Direct editing in keep.eu (published data)
12.30 Lunch
13.30 Direct editing in keep.eu (imported data)
15.00 Coffee break
15.30 The future developments of keep.eu, also GDPR & LOP
16.45 End of meeting, how to stay in touch!



Agenda

And no worries You will not be working in the actual keep.eu!!!!



By the end of this training, you will have...

o An understanding of the nature (*positioning*) of keep.eu and how your programme can use it

o A full grasp of the methods of sending data to keep.eu

o A thorough comprehension of how data is processed until publication in keep.eu

o Full knowledge of how to edit project/partner/call data in keep.eu o A refined vision of the future of keep.eu and how you can contribute to its shaping



Why am I here?

I want to help better Interreg, through aggregated standardised data I believe keep.eu can help Interreg only if Interreg contributes



Why am I here?

I want to make it as easy as possible for programmes to have their data in keep.eu

I believe keep.eu can help Interreg only if Interreg contributes



Why should my programme send data to keep.eu?



keep.eu Why? For whom? What? How?

To help

Interreg, Interreg IPA cross-border and ENI cross-border programmes in their daily work

by collecting, standardizing, aggregating, classifying, adding value & publishing project and partner data



keep.eu Why? For whom? What? How?

Be a tool for when it's needed



keep.eu Why? For whom? What? How?

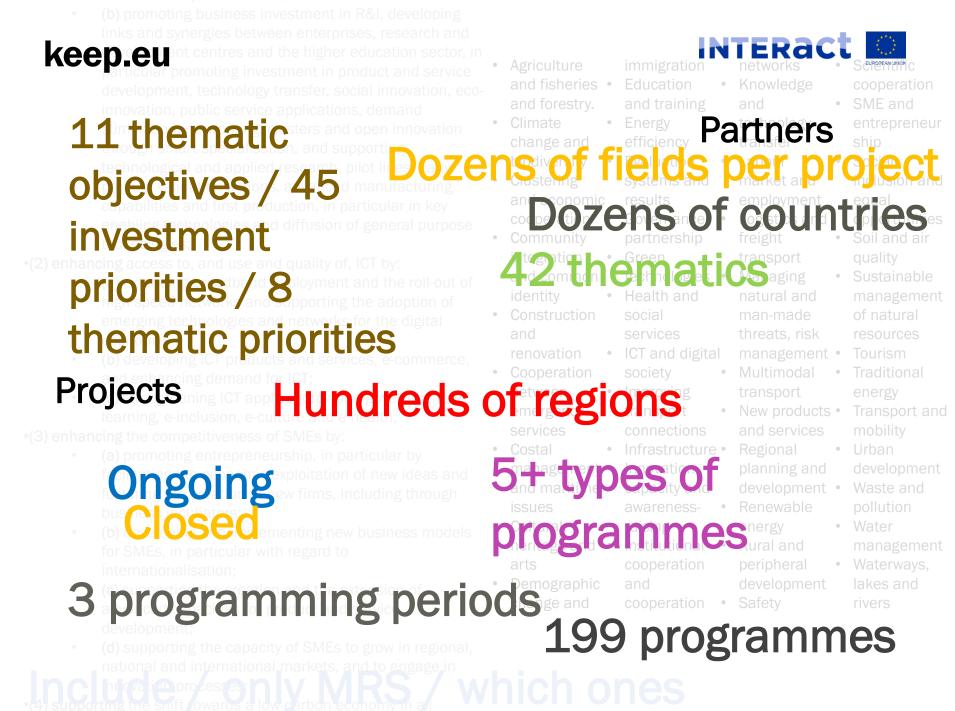
- o Thematic search for projects.
- o Clustering by thematic for capitalisation studies.
- o Collect project partners (companies) for tendering processes.
- o Search for projects from other programmes.
- o Check for programme data.
- o Search for data from other programmes or from specific regions.
- o Double-funding checks (reassure MAs and JTSs).
- o Show (heat map) areas where investment in certain fields is lagging behind.
- o Programmes make it mandatory to refer to KEEP before applying for funding.
- o Search for results of Interreg.
- o Promote projects.
- o Collect ideas.
- o Look for partners per geographical area / fields of activity.
- o Reporting.
- o Statistical purposes.

0 ...

keep.eu What? How?









Fields per project Period

Projects original language

Calls

Fields per partner

Organisation name ir original language 1

Partner ERDF budget Partner IPA II budget Partner ENI budget partner other EU budget Partner ERDF equivalent budget Legal status (public or private)

Fields per call Serial number of call or direct award Start date of call End date of call Budget of call

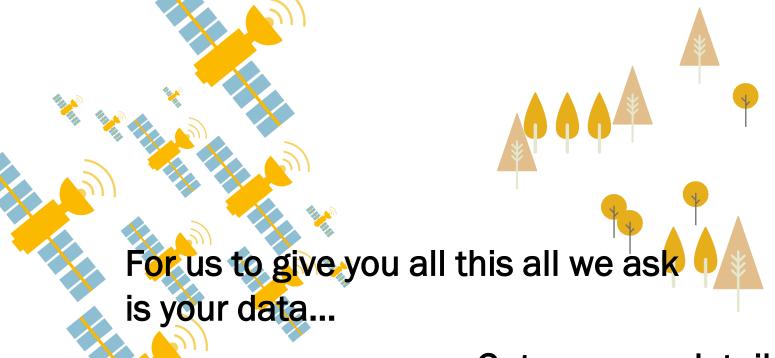
Partners Dozens of fields per project



Programmes

Programme website	Result indicator (measurement unit)	Last month that data in KEEP was
Projects in KEEP / partners on map	Output indicator (measurement unit)	retrieved from the Programme's
EU funding (outstanding EU	Specific objective	website or received from the
funding)(excluding technical	Thematic objective and Investment	Programme
assistance)	priority	Fields missing in data supplied by
Total budget(excluding technical	Result indicator (measurement unit)	this programme
assistance)	Output indicator (measurement unit)	Language of the data in KEEP
Funding instrument(s)	Specific objective	No. of projects within the scope of
Eligible geographical area	Thematic objective and Investment	this programme (no. of projects of
Specific objective	priority	this programme in KEEP, % of
Thematic objective and Investment	Result indicator (measurement unit)	overall)
priority	Output indicator (measurement unit)	No. of project partners within the
Result indicator (measurement unit)	Specific objective	scope of this programme (no. of
Output indicator (measurement unit)Thematic objective and Investment	project partners of this programme
Specific objective	priority	in KEEP, % of overall)
Thematic objective and Investment	Result indicator (measurement unit)	No. of calls launched by this
priority	Output indicator (measurement unit)	programme (no. of calls covered in
Result indicator (measurement unit)	Specific objective	KEEP)
Output indicator (measurement unit)) Thematic objective and Investment	Notes on the data
Specific objective	priority	
Thematic objective and Investment	Result indicator (measurement unit)	
priority	Output indicator (measurement unit)	





Cluster projects into an INFINITE number of high-level views

keep.eu

Get as many detailed views as needed





For us to give you all this all we ask is your data...



KAMUT (Keep.eu Automatic and Manual Updating Tool)

- Web-based tool for importing and publishing data received (automatically or manually) from programmes in keep.eu
- Direct editing of published project, partner and call data
- User access is limited by the programme



Why KAMUT?

- 1. Interface for Programmes to directly edit their data at any time
- 2. Automatic features covering Thematic assignment and language detection
- 3. Simple workflow from receiving data to publish in keep.eu
- 4. Version control
- 5. All changes done directly in keep.eu
- 6. Programme involvement for data management before publication



Preconditions for data editing

- 1. Data published in keep.eu
- 2. User account in keep.eu
- 3. Assignment of programme data editing for the user account (request to be submitted to keep.support@interact-eu.net)

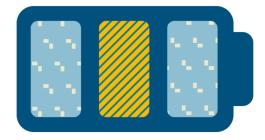


Training programme

- 1. Learn how to use direct data editing in KAMUT and publish the data in keep.eu
- 2. Learn how to work with imported files (automatic data from monitoring system)
- 3. Workflow of data importing to publication in keep.eu in both automatic data transfer and manual excel import

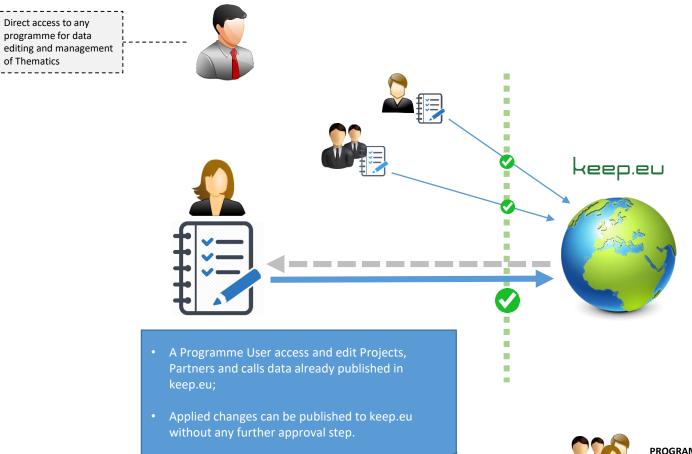


Editing published data





Editing published data



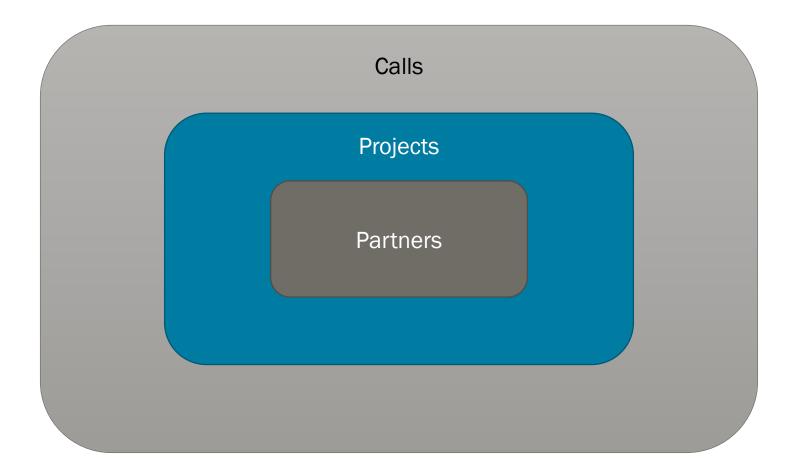
PROGRAMME USER Edit and publish data directly in keep.eu



KAMUT Administrator Edit any programme data and check/edit keywords assigned to projects.



Connection between calls, projects and partners



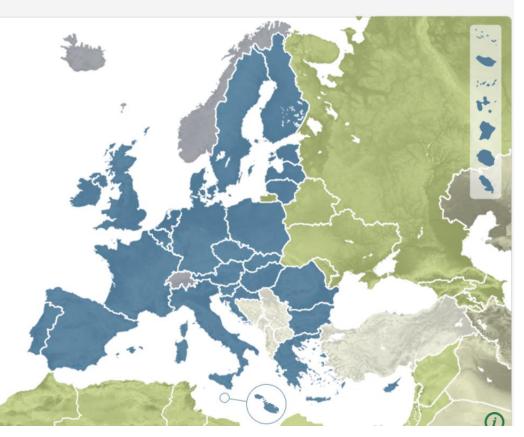


How to edit published data using KAMUT



CLICK ON A COUNTRY

to get to all the information in keep.eu regarding the country and each of its regions. Or go to section Countries and Regions and get combined data on different regions from different countries!





List of programme(s) managed by the user

JUMP TO SE	RCH RESULTS ← ABOUT KEEP.EU LANGUAGES ← FAQ	KAMUT	BUILD REPORTS	MY ACCO	UNT LOGOUT
TRAI	Ramut manager PUBLISHED D/			PARTNERS (GEOCODING
Kamut					
Publ	shed Programmes Data				
	w the list of published programmes in KEEP that you can edit as a Programme Administrator. You can access the related entities (projects, e change to production. The Title Period AppLY APPLY	oartners ar	nd calls), edit the f	ield values	and
ID	PROGRAMME NAME			DETAILS	EXPORT
2	2014 - 2020 INTERREG VB Central Europe Programmes 14-20 programme meta-data published			Q,	
124	2007 - 2013 Central Europe Programmes 07-13 programme meta-data published			Q,	



Programme's calls and projects view

Kamut

Published data for: 2014 - 2020 INTERREG VB Central Europe

	PUBLISHED CALLS			Edit c	all
ind belov	the calls list for the selected programme. You can access the entries to edit and publish new values.	BUDGET	START DATE	END DATE	EDIT
3	1	0	2015-02-12	2015-12	-04
4	2	0	2015-01-01	2016-03	-31
5	3	0	2016-04-26	2016-06	-24
6	4	0	2015-01-01	2017-04	-30
139	5	0	2017-09-21	2018-01	-25
coss ho	PUBLISHED PROJECTS re below projects entities for programme 2014 - 2020 INTERREG VB Central Europe . You can edit values and publish changes, access pr	View project	Vie partr	ers	Edit proje
D					ARTNERS EDIT
17783	SDCentral Catalyzing Smart Engineering and Rapid Prototyping			0	1 ⁴ 1
18422	SLynx Population based (transnational) monitoring, management and stakeholder involvement for the Eurasian Lynx affecting 3 Lynx Populations in the Central Europe A	rea		•	▲ [▲] ▲
18415	AIR TRITIA UNIFORM APPROACH TO THE AIR POLLUTION MANAGEMENT SYSTEM FOR FUNCTIONAL URBAN AREAS IN TRITIA REGION			•	▲▲▲



Default layout of editing project, partner or call

Edit 1				
Published Revision	E	dit draft	Revisi	ions
CURRENT DRAFT			PUBLISHED DATA	
Serial Number *	\odot	Serial Number		
Call start date		Call start date		
2015-02-12	\odot	2015-02-12		
Call end date		Call end date		
2015-12-04	\odot	2015-12-04		
Budget		Budget		
	\odot			
SAVE Save changes				



Revisions layout

Kamut			
Revisions for 1			
Published Revision	Edit draft	Revisions	
Rev.: 379 - 03/23/2018 - 11:25 by janne5	sh latest revision		
Rev.: 374 - 03/07/2018 - 18:23 by kamut.interact	published revision New draft from this revision	n	
Rev.: 204 - 10/09/2017 - 15:44 by keepadmin	epadmin New draft from this revision publish		
Rev.: 199 - 10/06/2017 - 18:17 by keepadmin	New draft from this revision publish		
Rev.: 194 - 10/05/2017 - 16:29 by keepadmin	New draft from this revision publish		
Rev.: 28 - 01/31/2017 - 13:11 by kamut interact	New draft from this revision publish		
Rev.: 23 - 12/06/2016 - 19:48 by keepadmin	New draft from this revision publish		
Rev.: 8 - 11/29/2016 - 20:05 by kamut.interact	New draft from this revision publish		



Publishing the edited data in keep.eu

	Kamut management		
	PUBLISHED DATA	IMPORTED FILES	PARTNERS GEOCODING
Kamut			
Publish rev.: 379 for "1"			
Serial Number:			
- Call start date: 2015-02-12			
Call end date: 2015-12-04			
Budget:			
PUBLISH Publish revision			



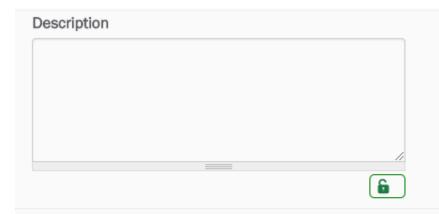
Published revision layout

Kamut		
1		
Published Revision	Edit draft	Revisions
Serial Number:		
1		
Call start date:		
2015-02-12		
Call end date:		
2015-12-04		
Budget:		

Powered by MINTERact Co-financed by the European Regional Development Fund (ERDF)



Locking the data



Description (EN)

The aim of ARCTIC CLUSTER is to increase awareness and transfer good energy practices by optimising the use of resources across three complementary projects (SECURE, EEBAK and GrAB), funded by three different Arctic

f locked

If any of the fields needs to remain unchanged, taking into account the future updates, any field can be locked. Locking of the field will keep the published data unchanged even when there are different data sent by an import file.

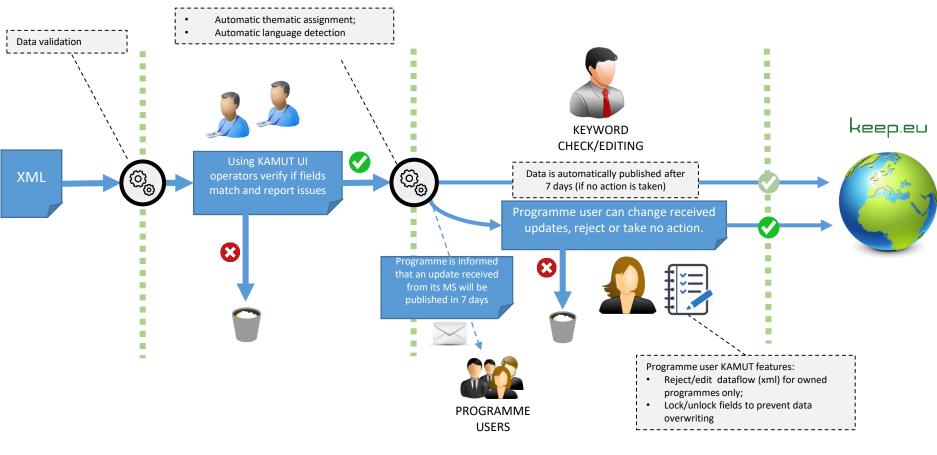


Importing data





Automatic importing





AUT USER Accept/reject files coming from MS, then submit them to programmes for approval/publishing.



PROGRAMME USER

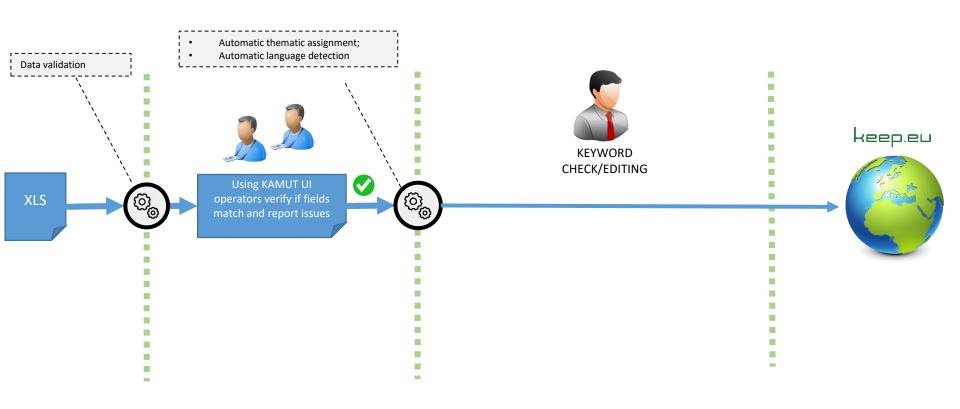
Reject/edit submitted change proposals, then publish the changes in production.



KAMUT Administrator Edit any programme data and check/edit thematics assigned to projects.



Manual importing





AUT USER

Accept/reject files coming from MS, then submit them to programmes for approval/publishing.



KAMUT Administrator Edit any programme data and check/edit thematics assigned to projects.

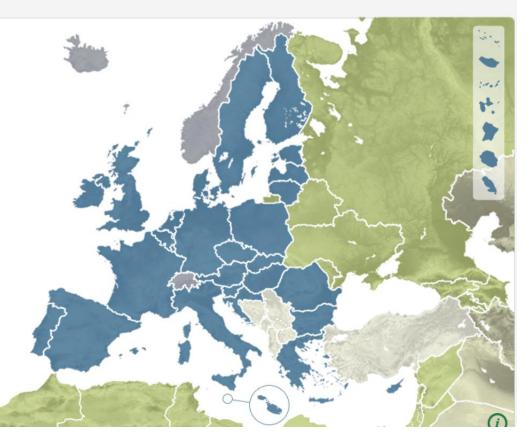


How to work with imported data using KAMUT



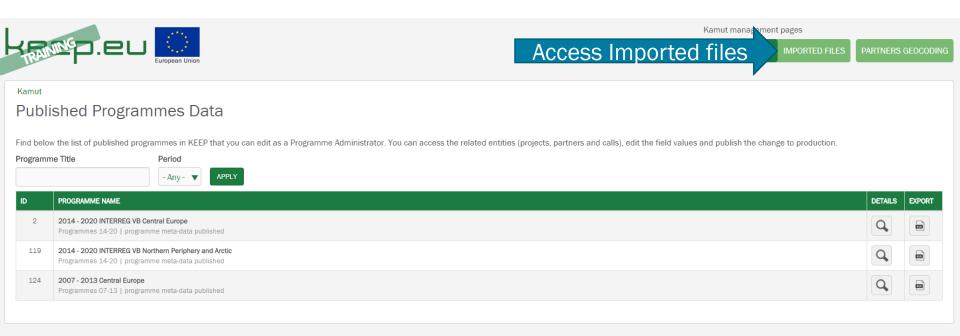
CLICK ON A COUNTRY

to get to all the information in keep.eu regarding the country and each of its regions. Or go to section Countries and Regions and get combined data on different regions from different countries!



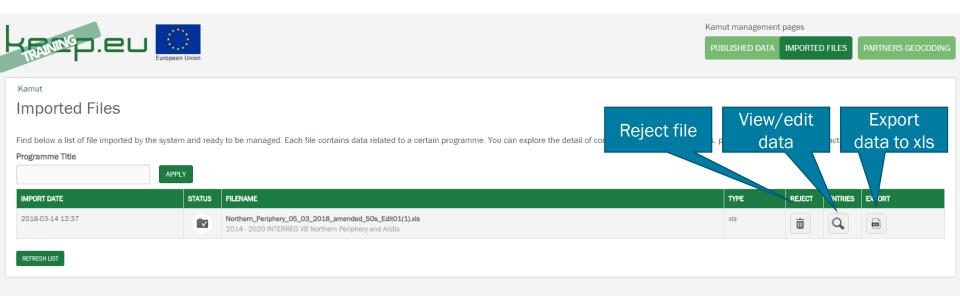


List of programme(s) managed by the user





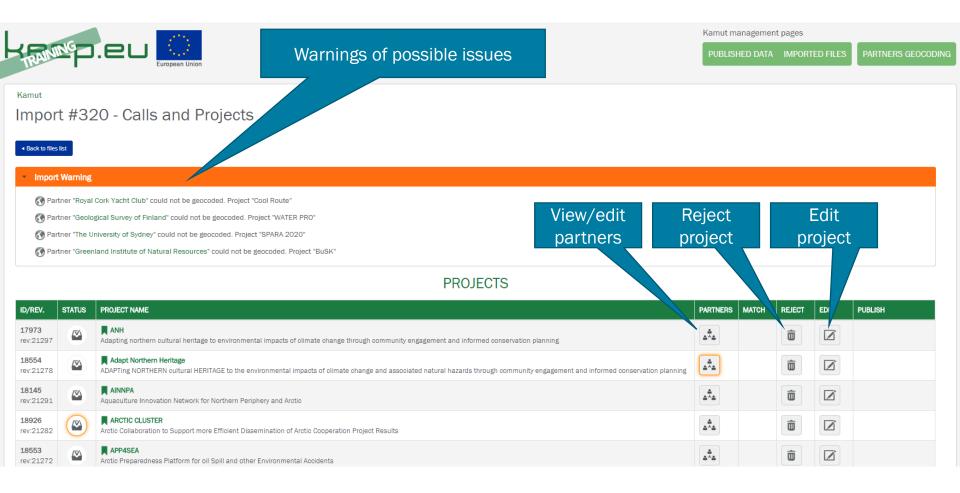
List of files waiting to be edited



Reject file: The file is deleted and no changes are made View/edit data: View and edit projects, partners and calls included to the file Export data to xls: Export all data in the file as xls -format

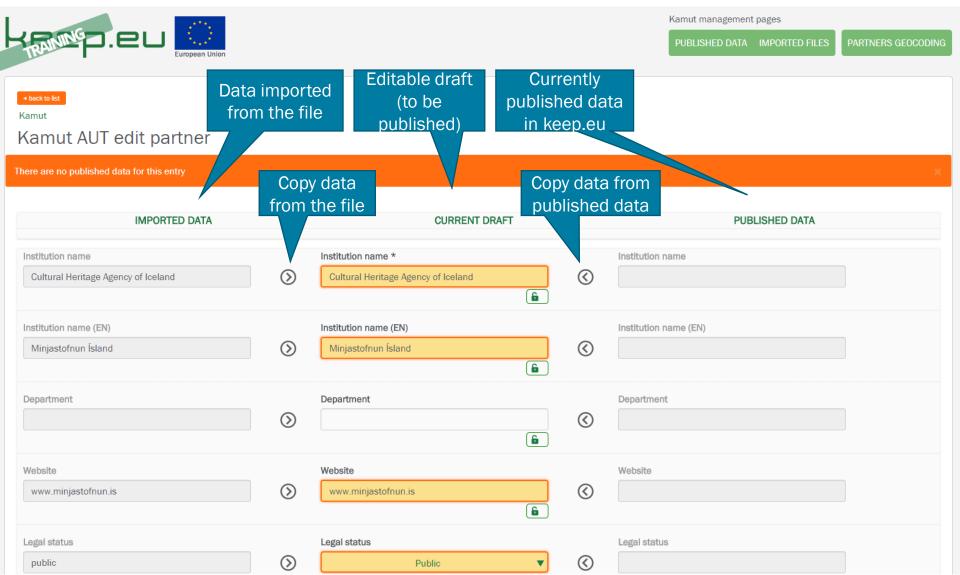


View/edit data



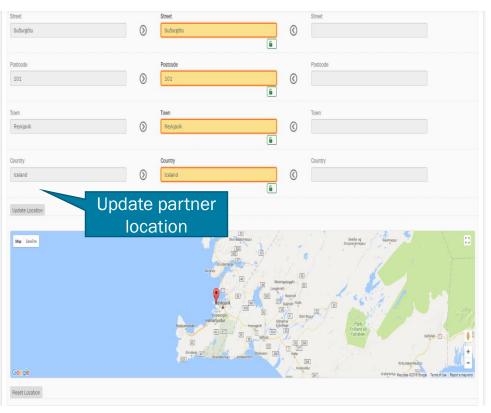


Edit data





Partner geolocation



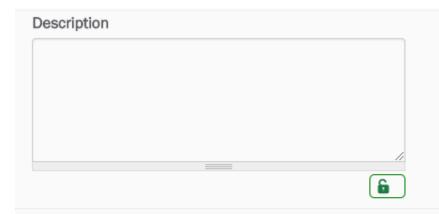
Update partner location

In case the partner location is not correct, the address needs to be corrected and geolocation updated.

In case Google Maps doesn't recognise the address, the geolocation can be manually changed by dragging the pin on map.



Locking the data



Description (EN)

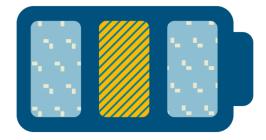
The aim of ARCTIC CLUSTER is to increase awareness and transfer good energy practices by optimising the use of resources across three complementary projects (SECURE, EEBAK and GrAB), funded by three different Arctic

f locked

If any of the fields needs to remain unchanged, taking into account the future updates, any field can be locked. Locking of the field will keep the published data unchanged even when there are different data sent by an import file.



GDPR + List of operations

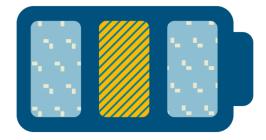




Example of list of operations in keep.eu



What's next for keep.eu



keep.eu INTERACT The core II – Functions, what's about to come?

- Lists of operations hosted in keep.eu
- IPA-IPA CBC
- Interreg & the big picture: Support ESPON in the rollout of the TerrEvi project (data to be inserted in 2019).
- Statistics: Complete makeover and new functions for a much-improved user experience (eg charts on top of maps, charts with more than one metric, new filters...), more clarity.
- Projects: New criteria and make over of the section.
- Projects, Library: Project output document collection and initiation of an output document library.
- Partners: New criteria and make over of the section.
- Embedding keep.eu in Programmes' websites.



How to stay in touch





Contact us any time by mail or through the website

Follow keep.eu for tips on how to use it & news!

Facebook

https://www.facebook.com/keep.eu/

Twitter

https://twitter.com/KEEP_EU

LinkedIn

https://www.linkedin.com/showcase/10568831/

No planned discussion forum



Cooperation works

All materials will be available on:

www.interact-eu.net



European Regional Development Fund