

2nd HIT Core Group meeting



Draft Agenda
18-20 June 2019
Athens, Greece





2nd HIT Core Group meeting Athens, 18-20 June 2019

Outline

The main aim of the meeting is to discuss and agree on or modify Interact's proposal for a set of harmonised project selection tools. For this we will use the HIT Application Form or parts of it. The proposal will address questions such as:

- How can HIT guide project partners and applicants to deliver what programmes need? Here we design the structure of the intervention logic and identify the data interlinks with reporting tools.
- How to best integrate communication in the project life cycle?
- How can financial tools help projects (and programme bodies) to focus more on the content of their work? – How do we integrate SCOs in the most effective way into projects?

The discussions will be split in thematic agendas (communication on 18th, content on 19th and finance on 20th) and programmes will have the opportunity to react and discuss the above questions and make proposals.

Based on the comments collected from the group during the three days, Interact will propose a consolidated version that should be finalised by December 2019, as indicated in the roadmap below:

- Stage 1 (April/2019): Interact collects feedback from Interreg programmes about the existing HIT for project selection.
- **Stage 2 (June/2019):** Interact proposes a set of draft tools for project selection: Scenarios for project level intervention logic, integration of communication in projects and use of SCOs, HIT Core Group discusses and comments the proposals.
- Stage 3 (by Dec/2019): Interact updates and finalises the draft tools for project selection based on the regulations and the changes proposed by the HIT Core Group.
- Stage 4. (by April/2020): Interact collects input from programmes regarding reporting tools and prepares draft reporting tools accordingly. HIT Core Group discusses these proposals and agrees on necessary changes. Then, Interact updates and finalises the draft tools for reporting accordingly.
- Stage 5 (by Sept/2020) Interact prepares additional tools for project selection and reporting and HIT Core Group discusses the proposals and agrees on necessary changes. Then, Interact updates and finalises the draft tools accordingly.



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Participation

HIT core group member programmes should assign colleague(s) with the relevant thematic knowledge to the relevant "thematic day". All participants should have the mandate to make statements on behalf of their programme.

Please, kindly note that participation in this meeting is by invitation only.

Practicalities

The event will take place over 3 days (Day 1: communication, Day 2: content, Day 3: finance). We kindly ask you to wait for our acceptance of your participation in the event before you start making travel and accommodation arrangements. Also, please consider that we will start accepting one colleague/programme/thematic day, but of course the same person can be delegated to two, or all three days, if the programme decided so. For further details, please e-mail Peter Racz (peter.racz@Interact-eu.net).

Tuesday, 18 June 2019 – Communication

- 9.00 – 9.30** Registration and coffee
- 9.30 – 9.45** **Introduction**
- 9.45 – 10.15** **HIT roadmap (general plan, highlighting communication- specific milestones)**

Objective: To clarify the steps involved in updating HIT for the 2021-2017 period and specifically the elements referring to communication.

- 10.15 – 11.00** **Overview of the harmonised communication tools that programmes use in their relation with projects**

- Communication in the project life-cycle and its reflection in the existing HIT tools (from project selection to closure).
- General strengths and weaknesses of HIT from the point of view of project communication.

Objective: Agree on the strengths and weaknesses of HIT from the point of view of project communication and, based on that, the main priorities for changes or further developments.



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11.00 – 11.30

Coffee break

11.30 – 13.00

Communication at project selection.

- What communication information do we need to collect from projects?
- How to integrate communication in the Application Form to properly assess the project and achieve the best results?

Objective: To agree on the most effective setting for project communication.

13.00 – 14.00

Lunch

14.00 – 16.00

Interreg branding

**Coffee break
included**

- Introduction to the branding process (including the brand strategy)

Objectives:

- To clarify and agree on the scope of the process, its milestones and the participation that will be required from the HIT group in it.

16.00 – 16.30

Summary of discussions and next steps

Wednesday, 19 June 2019 – Content

9.00 – 9.30

Registration and coffee

9.30 – 10.00

Introduction , messages from the previous day

10.00 – 10.30

HIT roadmap (general plan, highlighting content specific milestones)

Objective: To clarify the steps involved in updating HIT for the 2021-2017 period and specifically the elements referring to content.



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10.30 – 13.00

Project structure – How should we build a project?

**Coffee break
included**

- What are the necessary elements in project intervention logic?
- Reflections on the inputs received from programmes and the requirements of the draft regulation

Objective: To discuss the structure of the project intervention logic to identify what projects need to propose/plan at project selection phase (and later on report their achievements)

13.00 – 14.00

Lunch

14.00 – 16.00

What is to be measured on project level?

**Coffee break
included**

- What kind of indicators do we have to measure?
Information on what we know so far about Programme level indicators and preparation of project level (we are NOT discussing the definition and title of indicators, but the possible interlinks between programme and project level)

Objective: To continue discussions on the structure of the project intervention logic to identify what projects need to propose/plan at project selection phase (and later on report their achievements)

16.00 – 16.30

Summary of discussions and next steps

Thursday, 20 June 2019 – Finance

9.00 – 9.30

Registration and coffee

9.30 – 10.00

Introduction , messages from the previous days

10.00 – 10.30

HIT roadmap (general plan, highlighting finance specific milestones)

Objective: To clarify the steps involved in updating HIT for the 2021-2017 period and specifically the elements referring to finance.



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10.30 – 13.00

What are the common financial data needs of programmes?

**Coffee break
included**

- What is the financial data that we need to collect from projects?
- On what level(s) we need to aggregate financial data?
- Reflections on the inputs received from programmes and the requirements of the draft regulation
- Highlighting and discussing the outcomes of the previous days' discussions

Objective: To discuss the financial data needed from projects at project selection and implementation stage.

13.00 – 14.00

Lunch

14.00 – 16.00

Introduction of SCOs in HIT

**Coffee break
included**

- Identifying of SCO possibilities in HIT tools
- Interlinks with reporting tools

Objective: To discuss how SCOs could be integrated in HIT tools.

16.00 – 16.30

Summary of discussions and next steps