

keep.eu 2019 training sessions

(including training session organised for ENI CBC programmes by TESIM)

16/10/2019 Helsinki, Finland 22/10/2019, 24/10/2019 Prague, Czechia 29/10/2019 Madrid, Spain

Outcomes

Participants Participating programmes in Annex 1

These outcomes are not only meant to summarise the discussions that took place at the keep.eu training sessions during the month of October 2019, but also to present the foreseen impact of these discussions on the development of keep.eu.

This document covers the conclusions of the two main items discussed during these meetings: The coming back-office of keep.eu and the development of keep.eu in the short term. Discussions of the post-2020 development of the tool focused on the uptake of keep.eu-developed and hosted list of operations and the need of a single identification code for project partners.

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

Once the new keep.eu back-office (presented by Interact during these training sessions) comes online, the programmes that already have editors for their project-partner-call data in keep.eu will start using it. In due time, Interact will send an e-mail to these programmes with the calendar of the migration from the old to the new back-office.

The programmes with no access to keep.eu's back-office at the time of the migration will be granted access to this new back-office once their project-partner-call data is added to keep.eu, and they are given the credentials to access the back-office. The process for nomination of keep.eu editors by the programmes is as now (the heads of each programme's Joint Secretariat or Managing Authority appoint the editors or, if someone else does it on their behalf, at least one of them needs to be in copy of the appointment).



Further to receiving the nomination from the programme, 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' project-partner-call data in keep.eu, as shown during the keep.eu training sessions.

In any case, Interact will email each and every programme with detailed information on the next steps.

Further developing keep.eu

Besides providing training in keep.eu to the participants at the meetings, the keep.eu team took home from the participants of all four sessions tips on developments that can be useful for keep.eu.

The tables below show the suggestions received from the participants of all four meetings and how Interact plans to deal with them in the near future.

Tables 1 to 14. Suggestions for keep.eu developments and their planned rollout

1. On data collection-processing-publication	Planned rollout
Excel template for data sending in the keep.eu	To be delivered with the coming
website	website, in early 2020
Possibility for the programmes to directly update	Not applicable (N.a.) (already in place:
their project data in keep.eu	KAMUT)

2. On capitalisation efforts	Planned rollout
Useful data for capitalisation efforts: Achievements, outputs, results, library (project partners)	Not applicable (N.a.)
Add indicators that are currently only in programmes to the project pages / project information	To be studied in 2020

3. On project search	Planned rollout
Predictive text	To be studied in 2020
Typo tolerant (e.g. function 'Did you mean?')	To be studied in 2020
Allow refine search	N.a. (already in place)
Use also indexes (indicators) as search criteria	To be studied in 2020
Use also project budget, per intervals (brackets), as search criterion	To be rolled out in 2020
Get search result URL per partner (link reference to partners in project pages to partners page in section 'Search for partners')	To be rolled out in 2020

4. On the promotion of keep.eu	Planned rollout
Use thematic weeks (e.g. EWRC)	To be rolled out in 2020
Make focus groups about keep.eu to increase user's experience and their engagement	To be rolled out in 2020
Use more social media to share the use that the programmes make of keep.eu	To be rolled out in 2020
Improve visibility of the tool at interreg.eu	To be rolled out in 2020
Newsletter using existing communication channels, conveying success stories and videos	N.a. (already in place)
Beneficiaries / applicants can be reached by programmes through, e.g., programme events	To be rolled out in 2020
Target programme stakeholders	To be studied in 2020
To promote use: Guidelines for users to use tool	To be rolled out in 2020
Include keep.eu in the programmes' newsletters	To be rolled out in 2020
Updates & future plans	To be rolled out in 2020

On the possibility to share keep.eu with other (namely programmes') websites	Planned rollout
Important section for sharing: Statistics	To be studied in 2020
Important functions for sharing: Project search / map with partners & lead partners from the programmes at hand with the possibility of adding other programmes	To be rolled out in 2020
Alerts whenever a partner from the region is newly introduced in the DB	To be studied in 2020
Important functions for sharing: Objectives / results / achievements of partners from the region	To be rolled out in 2020
Share a banner with a link to keep.eu	To be rolled out in 2020
Important section for sharing: Partner search	To be rolled out in 2020
Important section for sharing: Reports	To be studied in 2020
List of operations	To continue in 2020 and in the coming programming period

On additional sources of data for EU macro-regional strategies	Planned rollout
Check relevance of each project for the Strategy's strategic objectives, information by the programmes	To be studied in 2020
Add projects with no funds	To be studied in 2020
Update flagship projects every 6 months (source: EC)	To be rolled out in 2020

On overall functionalities (general improvements) to add to keep.eu	Planned rollout
There should be a button for sign up, not only log in (e.g. log -in/sign -up)	To be delivered with the coming website, in early 2020
Searches now trending in keep.eu	To be rolled out in 2020
Specific code (id) for partner	To be studied in connection with HIT
8. On Statistics	Planned rollout
Include EN(P)I CBC	EN(P)I is included, however with no indication on maps. This latter feature to be studied, and possibly rolled out, in 2020
 On useful data to identify synergies among projects in keep.eu and promote experience sharing 	Planned rollout
Themes are useful	N.a.
Geographic search is useful	N.a.

9. On useful data to identify synergies among projects in keep.eu and promote experience sharing	Planned rollout
Themes are useful	N.a.
Geographic search is useful	N.a.
To improve: Heat maps need better explaining / heat maps hard to interpret	N.a. (already in place)
To improve: Show partnership map by default instead of heat map	To be delivered with the coming website, in early 2020
To improve: Increase the awareness of keep.eu among partners	N.a. (see promotion)
Keep.eu is (can only be) a first step only	N.a.
Need to make sure that the phrases in the drop down menus are fully visible	To be delivered with the coming website, in early 2020
Keep on improving user friendliness	To be delivered with the coming website, in early 2020
Put in place introductory videos for what there is in keep.eu story telling	To be delivered with the coming website, in early 2020
To improve: How to measure programme's impacts	To continue to monitor within the scope of the Evaluation Network
To improve: How to measure the impact of deliverables	To continue to monitor within the scope of the Evaluation Network
Search results summary should also show number of programmes	To be delivered with the coming website, in early 2020
Even if not possible to show on a map, name of regions from non -NUTS countries should be a search criterion	To be studied, and possibly rolled out, in 2020
Produce video for programmes' websites mainly for beneficiaries, including instructions on how to use keep.eu for this target	To be rolled out in 2020

9. On useful data to identify synergies among projects in keep.eu and promote experience sharing	Planned rollout
More social media	N.a. (see promotion)
Workshops for beneficiaries	To be rolled out in 2020
Check for types of projects in one region (for no overlaps & capitalisation)	N.a. (already in place)
Present keep.eu at final events of programmes	To be studied in 2020
Tutorials	To be rolled out in 2020
Testimonies in newsletters / social media	N.a. (see promotion)

10. On Partner Search	Planned rollout
Order of the partner search results to be filtered by users	To be rolled out in 2020
Search partner per project	To be rolled out in 2020
Search partner per name and/or English name	To be delivered with the coming website, in early 2020

11. On multilinguism in keep.eu	Planned rollout
Links from multilingual pages should be to programmes covering countries with the languages	To be studied in 2020
at hand (not for projects described in those languages)	

12. On promoting projects using keep.eu	Planned rollout
Promote more keep.eu in programmes' materials and events (also for political stakeholders)	To be studied in 2020
Project data updates should be at least every two months	N.a. (already in place)
Videos and materials for programmes to show that their projects are part of a bigger picture.	To be rolled out in 2020
Programmes to inform project partners about the publication in keep.eu of the latters' projects.	To be rolled out in 2020
Have in programme pages a newsfeed about programme events	To be studied in 2020 in connection with interreg.eu
Include in the programme pages publications by projects	N.a. (already in place)
Include more info to the boxes with info with partners / projects on map markers (e.g. pictures)	To be studied in 2020

13. On improving keep.eu's support to programming efforts	Planned rollout
Create new field to understand if a project capitalises on a previous one	To be studied in 2020
Section on methodology of project development	To be studied in 2020
Promote networks (e.g. suggestions such as in amazon.com)	To be studied in 2020
Create library of good practices by theme (get projects, e.g. from Project slam, Regiostars, EU in my region, reviews from Interreg groups	To be studied in 2020

14. On improving keep.eu by integrating other sources into it	Planned rollout
Connect with other EU DBs	To be studied in 2020
PEACE deprivation map as an example	To be studied in 2020
Also for the HIT: All programmes to have a unique partner id	To be studied in connection with HIT



Annex 1

Programme participation



Programme participation

- ENI CBC Black Sea Basin
- ENI CBC Estonia-Russia
- ENI CBC Hungary-Slovakia-Romania-Ukraine
- ENI CBC Karelia
- ENI CBC Kolarctic
- ENI CBC Latvia-Lithuania-Belarus
- ENI CBC Latvia-Russia
- ENI CBC Lithuania-Russia
- ENI CBC Mediterranean Sea Basin
- ENI CBC Poland-Belarus-Ukrain e
- ENI CBC Poland-Russia
- ENI CBC Romania-Republic of Moldova
- ENI CBC Romania-Ukraine
- ENI CBC South-East Finland-Russia
- ESPON
- Interreg Europe
- Interreg France-Wallonie-Vlaanderen (France-Belgium)
- Interreg North Sea
- Interreg TN Adriatic Ionian
- Interreg TN Atlantic Area
- Interreg TN Baltic Sea
- Interreg TN Central Europe
- Interreg TN Danube
- Interreg TN Mediterranean
- Interreg TN North Sea
- Interreg TN North West Europe
- Interreg TN Northern Periphery and Arctic
- Interreg TN South West Europe
- Interreg V-A Austria Hungary
- Interreg V-A Belgium The Netherlands
- 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 France United Kingdom (Manche)
- Interreg V-A Germany Austria Switzerland Liechtenstein (Alpenrhein Bodensee -Hochrhein)



- INTERREG V-A Germany/Mecklenburg-Vorpommern Brandenburg Poland
- Interreg V-A Germany/Sachsen Czech Republic
- Interreg V-A Greece Bulgaria
- Interreg V-A Greece Cyprus
- Interreg V-A Greece Italy
- Interreg V-A Italy- Slovenia
- Interreg V-A Latvia Lithuania
- Interreg V-A Poland Slovakia
- 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 Spain France Andorra (POCTEFA)
- Interreg V-A Sweden Denmark Norway (Oresund Kattegat Skagerrak)
- Interreg V-A United Kingdom Ireland (Ireland Northern Ireland Scotland)
- IPA CBC Bulgaria Serbia
- IPA CBC Croatia Bosnia and Herzegovina Montenegro
- IPA CBC Croatia Serbia
- IPA CBC Greece Albania
- IPA CBC Greece The Former Yugoslav Republic of Macedonia
- IPA CBC Italy Albania Montenegro
- IPA CBC Romania Serbia



Annex 2

Presentation given at the sessions (as in last session)



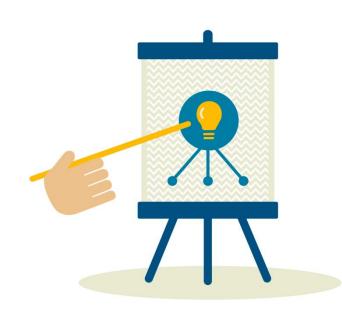


Data management in keep.eu

Training

October 2019 | Helsinki, Finland; Prague, Czechia; Madrid, Spain

Rafael Agostinho, Interact Janne Kiilunen, Interact







Data, why it **realy** matters



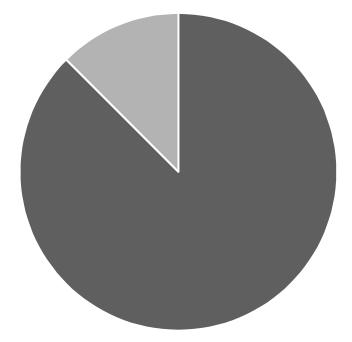
Yearly expenditure in medical research (2009)¹



Overall (est., 2019 prices): USD 120 billion



Yearly expenditure in medical research (est. 2009)¹



Overall (2019 prices): USD 120 billion

Waste (2019 prices): USD 105 billion

keep.eu



Why?1

Questions relevant to clinicians and patients?

Low priority questions addressed

Important outcomes not assessed

Clinicians and patients not involved in setting research agendas

Appropriate design and methods?

Over 50% of studies designed without reference to systematic reviews of existing evidence

Over 50% of studies fail to take adequate steps to reduce biases – e.g. unconcealed treatment allocation

Accessible full publication?

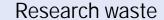
Over 50% of studies never published in full

Biased underreporting of studies with disappointing results Unbiased and usable report?

Over 30% of trial interventions not sufficiently described

Over 50% of planned study outcomes not reported

Most new research not interpreted in the context of systematic assessment of other relevant evidence





Our work today: Goals

- Guarantee that we at keep.eu learn as much as possible from you
- Guarantee that the programmes have a key & continuous contribution to the evolution of keep.eu



Our work today: Goals

- Guarantee an advanced knowledge of keep.eu
- Guarantee adequate information regarding the coming website and back-office
- Guarantee proficiency in the use of the coming back-office
- Post 2020: Kick off the work for keep.eu 3.0. Guarantee shared expectations and the use of keep.eu's potential (e.g., lists of operations)



Our work today: Schedule

- 09.30 Keep.eu's (advanced) functions
- 12.30 Lunch
- 13.30 Direct editing in keep.eu (published & imported data)
- 15.30 Coming next
- **16.45** End of meeting, how to stay in touch!



What do you do?



What do you do?

Why does your job matter?



Our work today: Where are we at?

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Introduction to fundamental keep.eu structure, sources & concepts



https://www.keep.eu

- Main concepts: Programme, project, partner, partnership, NUTS regions, open data
- Structure & definition: Regulations, HIT, eMS, Keep 2.0 group + seamless integration with previous periods
- Sources: Programmes, European Union macro-regional strategies



Introduction to the keep.eu data workflow



KAMUT (keep.eu automatic and manual updating tool)

- Application used for editing and importing data to keep.eu, including partner geocoding
- Built-in modules:
 - Language detection and thematic assignment tool (including translation to EN)
 - Work online as excel format
 - Partner vs partnership management
 - Automatic and manual data validation / cleaning
 - SO-TO-IP-TP reference tool
 - Project output configuration
 - Validated partner email address list
 - Revisions



KAMUT (keep.eu automatic and manual updating tool)

- Validators and automatic data cleaning:
 - Date formatting
 - HTML tags replaced with the actual formatting
 - Country names
 - Programme names mapping
 - Language separation
 - Programme specific objectives
 - Format of the different fields
 - Mandatory fields



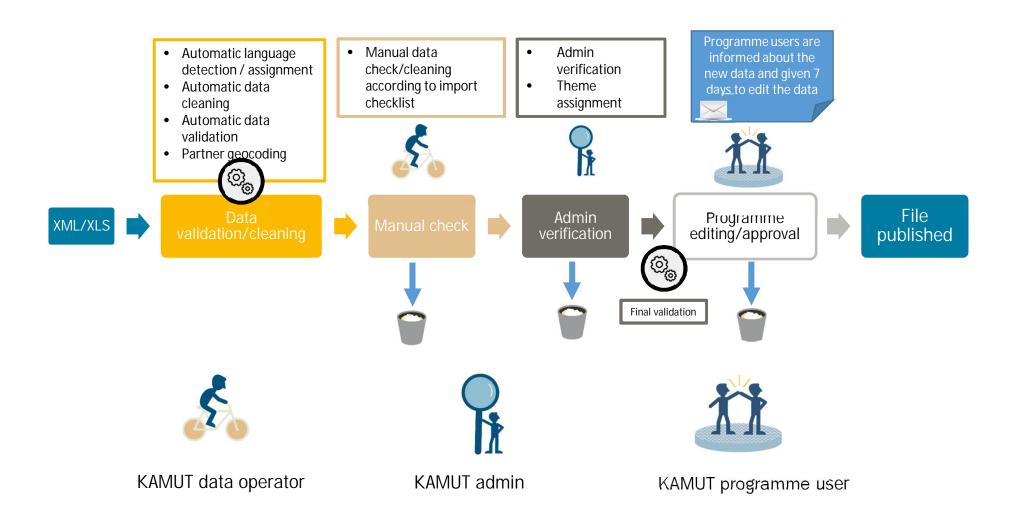
KAMUT roles

- KAMUT data operator: Data operator role allows importing of data files and performing all operations to the imported data.
- **KAMUT Admin**: Data supervisor role allows all operations including thematic assignment changes and data publication.
- **KAMUT Programme user**: Any programme user that has been granted access. Can edit imported files once submission is done by KAMUT data operator. Can also edit, and publish, at any time published data.





Data importing





Introduction to the keep.eu document-collection workflow

(e.g. Project - Kulturgeschichte Digital / Cultuurgeschiedenis verdigitaald)





For a prize, please answer the following three questions:

- What is the overall project representativeness of keep.eu for the 2014-2020 period?
- How many 2014-2020 programmes cover this NUTS2 region?
- How many 2014-2020 projects in keep.eu so far include partners from this very same region?



And now not for a prize, please answer the following question:

 What is the average budget of the 2014-2020 projects in keep.eu with partners from Spain?



And the last question also for no prize:

 Can I use keep.eu to contact the Portuguese organization Universidade de Aveiro and the responsible people for 2014-2020 project COCKLES?

keep.eu



Group work Questions per group

Group 1

1a. If you could copy or use any part of keep.eu to your programme's website, which part, or parts, would you use? Do you know of current possibilities to use parts of keep.eu in your website?

1b. Do you have concrete examples of improvements to be made to the connection between eMS and keep.eu?

Group 2

2a. What improvements would you make to Statistics?

2b. Please search for examples of multilinguism / language identification in keep.eu. Please share them with the room. Would you have any proposals regarding the use of multilinguism in keep.eu?

keep.eu



Group work Questions per group

Group 3

3a. How to follow up on projects years after they were finalised?

3b. How to contribute to a more transparent and well coordinated set of data on European funding?

Group 4

4a. How to promote experience sharing using keep.eu?

4b. Please find concrete examples of language that should be simplified or somehow improved in keep.eu. Please let us know a few examples.



Group work Questions per group

Group 5

5a. Which data is there in keep.eu that is helpful in programming efforts? What additional data to collect in order to further help in programming efforts?

5b. What improvements would you make to Programme search? Please familiarise yourself with the coming Programme search in keep.eu (to be published with the next website).

Group 6

6a. What kind of financial and / or legal data is there in keep.eu? Which financial and / or legal data should be added to keep.eu?

6b. How can we currently use keep.eu to tell show the results or impacts of Territorial Cooperation (also connected to national strategies)? How can this be improved?

6c. Is there legal / regulatory information on programmes in keep.eu? What else is needed?



Group work Questions per group

Group 7

7a. What improvements would you make to Project search? Please familiarise yourself with the coming Project & document search in keep.eu (to be published with the next website).

7b. How to promote projects using keep.eu?

7c. Would you create a newsletter for keep.eu? Why? For whom? What contents would you feature there?

Group 8

8a. What improvements would you make to Partner search? Please familiarise yourself with the coming Partner search in keep.eu (to be published with the next website).

8b. What goals would you propose to integrate ESPON / Eurostat / other sources' maps into keep.eu?

8c. Which data is there in keep.eu that is helpful in capitalisation efforts? Which additional data to collect in order to further help with the sector's capitalisation efforts?

keep.eu



Group work Questions per group

Group 9

9a. We are considering implementing the function 'Searches now trending in keep.eu' (further to a suggestion from a participant). Please add a few more examples of functionalities that could be of interest to users.

9b. What can be new sources of data for EU macro-regional strategies?

9c. What information is there in keep.eu re. EU macro-regional strategies? Would you add information?

Group 10

10a. How can we look for synergies among projects in keep.eu? Could this be improved? How?

10b. How can we look for synergies among programmes in keep.eu? Could this be improved? How?



Our work today: Where are we at?

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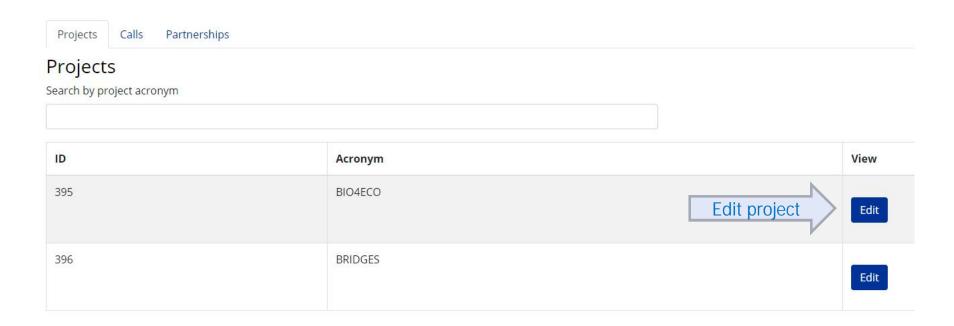
How to edit published data using new KAMIJT - main view

Hon	ne	Imported files	Publish	ned data	Logout
Published data Select Programme					
Select					
Projects Partnerships Calls					
Projects Search by project acronym					
ID	Acronym			View	
646	CISMOB			Edit	
647	HELIUM			Edit	
649	BRIDGES			Edit	
648	BIO4ECO			Edit	





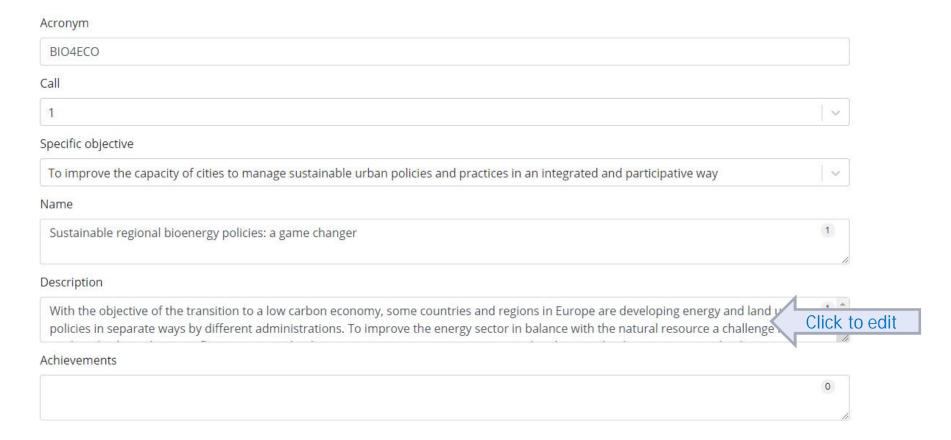
How to edit published data using new KAMUT - Projects







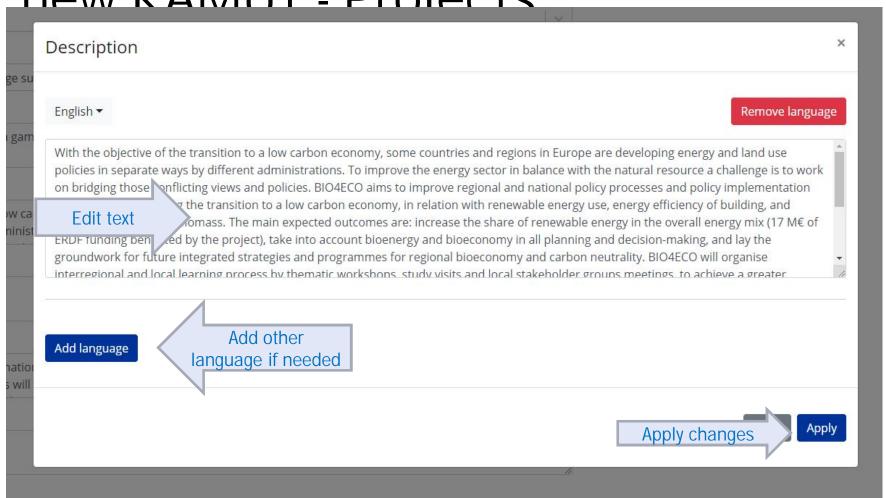
How to edit published data using new KAMUT - Projects







How to edit published data using new KAMIIT - Projects







ID	Partner	Project	View
3343	Ministry of Agriculture Republic of Latvia Edit pa	BIO4ECO rtnership	Edit
3342	Kainuun Etu ltd	BIO4ECO	Edit
3341	Extremadura Energy Agency	BIO4ECO	Edit

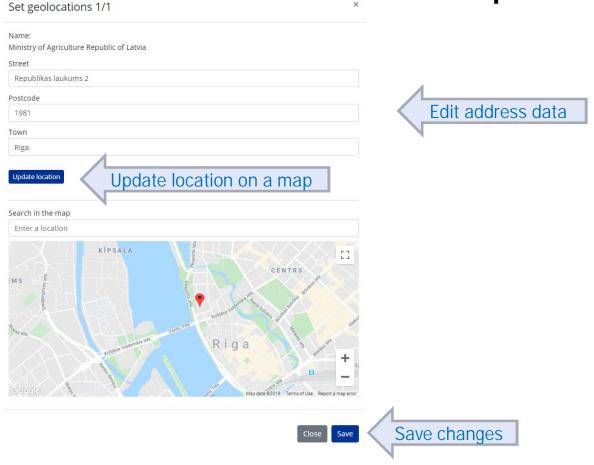
















How to edit published data using new KAMUT - Calls

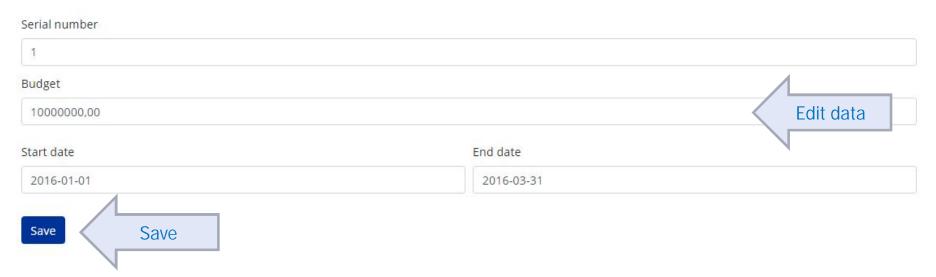
Projects	Partnerships	Calls				
Calls						
Search by ca	ll serial number					
ID			Serial number			View
295			1		Edit ca	Edit
294			2			Edit





How to edit published data using new KAMUT - Calls

Edit call





List of revisions

· Revision: 81

Revision: 80

Revision: 74

If needed you can always revert back to older revisions of the data.



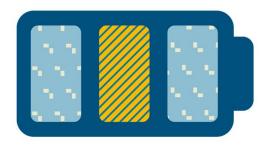
How to edit published data using new KAMUT - hands on exercises

Please log in at training.keep.eu/kamut/login

- 1. Change project "BIO4ECO" end date to 2021-12-31
- 2. Add project "BIO4ECO" Infra cost to 100 000
- 3. Add project "BRIDGES" ENI funding to 10 000
- 4. Change partnership "Kainuun Etu Itd" address to "Yliopistonkatu 1, 20100 Turku" and update location
- 5. Change partnership "Ministry of Agriculture Republic of Latvia" website to https://keep.eu
- 6. Change call "1" budget to 2 000 000



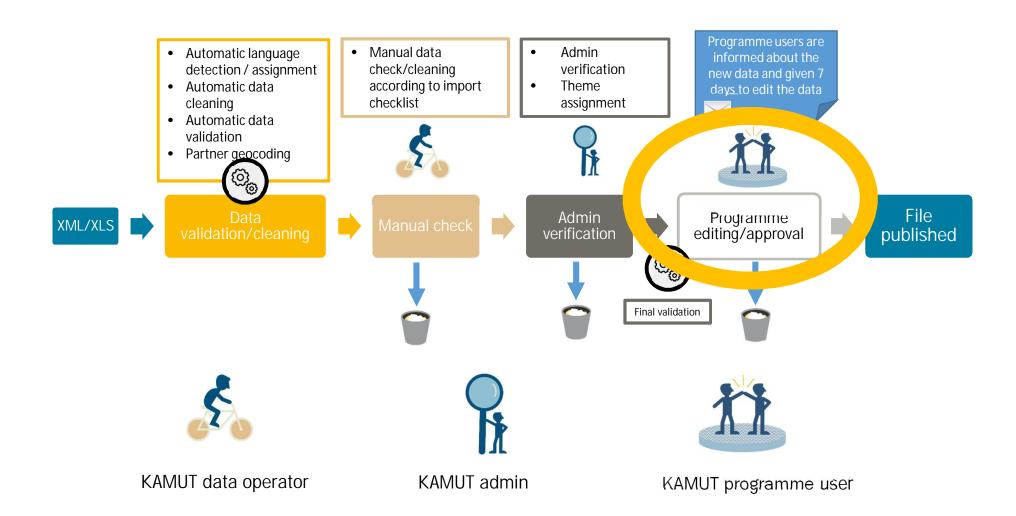
Editing imported data







Data importing







How to edit imported data using new KAMUT

- Reject a file: reject the file completely
- View entries: View and edit projects, partnerships and calls
- Export: export data in the file in keep.eu format
 - Download current: Download the file in KAMUT format with all changes
 - Download original: Download the original file
- Autopublish date: Date after the data will be automatically published if no extension asked

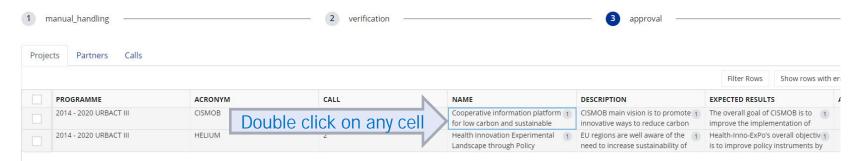






How to edit imported data using new KAMUT - option 1

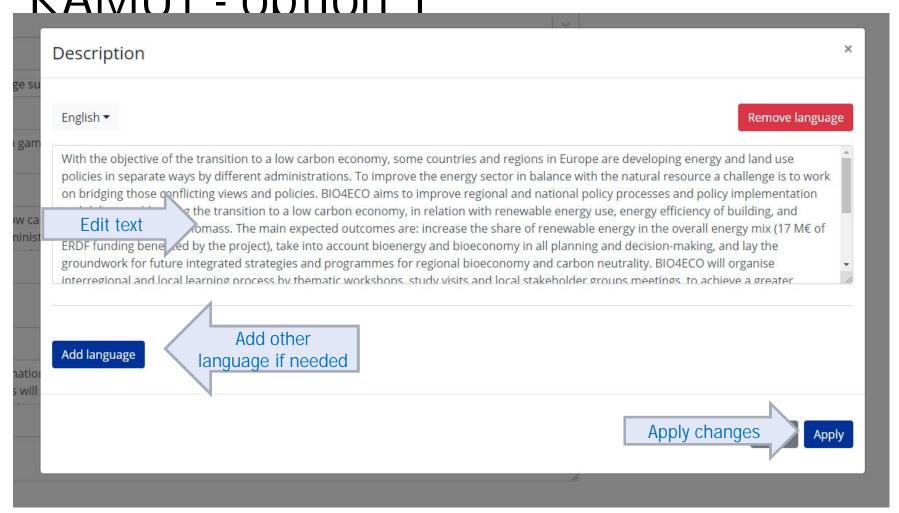
Filename: URBACT_import_for_training_Helsinki_to_remain_in_approval.xls







How to edit imported data using new KAMUT - option 1

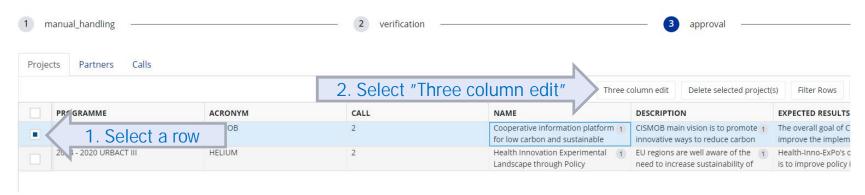






How to edit imported data using new KAMUT - option 2

Filename: URBACT_import_for_training_Helsinki_to_remain_in_approval.xls







How to edit imported data using new KAMUT option 2

	ution of changes oublished data	programme
	copy 2014 - 2020 URBA	CT III copy
acronym CISMOB	acronym copy CISMOB	сору
Content changed call 2		either imported es or published
name - English Cooperative information platform for low carbon and sustainable mobility .	name - English Cooperative information and sustain	mation platform for low inable mobility . Edit the content of any field





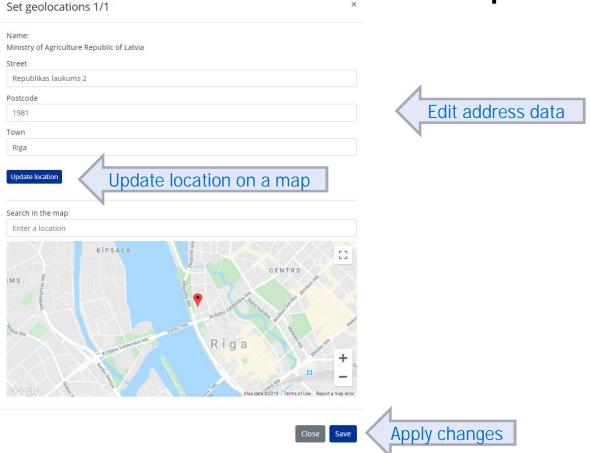
How to edit imported data using new KAMUT - Partnership geocoding

Filename: 29_import_for_training_Helsinki.xls

1 n	nanual_handling ———		2 verification	on ————
Proje	ects Partnerships C	alls		
	ACRONYM	COORDINATES	ТҮРЕ	NAME
	CISMOB	found	Double click "coordinates"	
	CISMOB	found	partner	











Validation errors in imported data

Validation errors are presented with red cell(s) and will prevent moving the file to the next state (Publishing data).

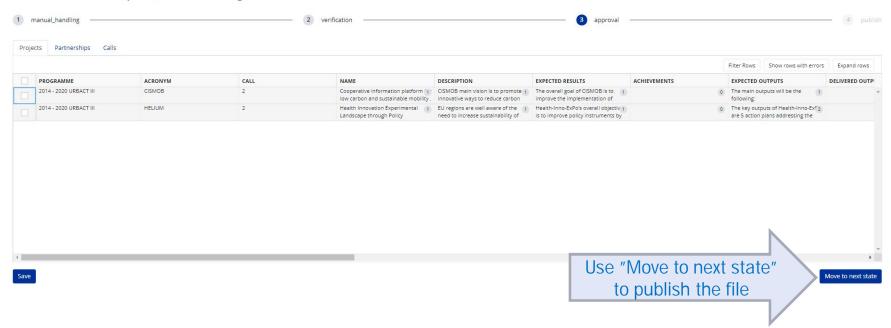
			Filte	Filter Rows	
SPECIFIC OBJECTIVE	WEBSITE	START DATE	END DATE		
To improve the capacity of cities to manage sustainable urban policies	https://interregeurope.eu/CISMOB		2020-03-31		
To improve the capacity of cities to manage sustainable urban policies	https://interregeurope.eu/HELIUM	2016-04-01	2020-09-30		





How to publish a file

Filename: 29_import_for_training_Helsinki.xls





How to edit imported data using new KAMUT - hands on exercises

Please log in at training.keep.eu/kamut/login

- Change project "HELIUM" end date to 2021-12-31
- 2. Add project "HELIUM" Infra cost to 100 000
- 3. Add project "HELIUM" ENI funding to 10 000
- 4. Change partnership "Brainport Development N.V." street to Fellenoord 1 and update location
- 5. Add partnership "University of Aveiro" website to https://keep.eu
- 6. Add partnership "University of Aveiro" ENI funding to 10 000
- 7. Change call "2" budget to **3 000 000**



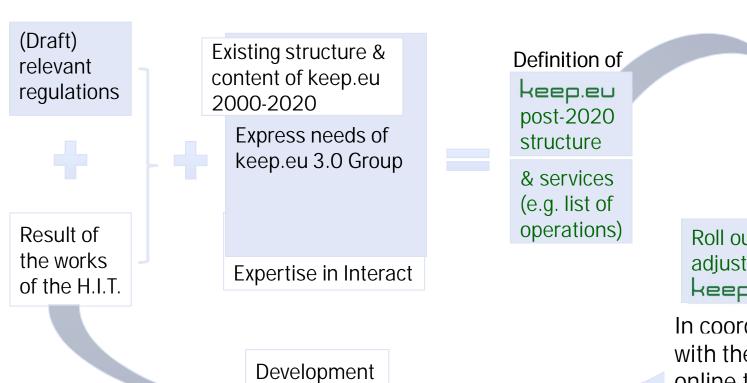
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Definition of keep.eu's structure & content post-2020



of post eMS

Development

of other MSs

Roll out & adjustments of keep.eu (v 3.0)

In coordination
with the remaining
online territorial
cooperation (Interreg)
tools (facilitated
by Interact)



Definition of keep.eu's structure & content post-2020

- Improvements in data collection
- Kick off of the keep.eu content / structure / service definition in the 2nd half 2020
- As of now: List of operations is a service strongly considered for 2021-2027. Preliminary interest in the room?
- Keep.eu 3.0 Group open to all programmes, Member States, European Commission



Still for 2014-2020

- Improvements according to discussions such as today's
- Collection of data
- Collection of documents
- Collection of project achievements



Our work today: Where are we at?

- 09.30 Keep.eu's (advanced) functions
- 12.30 Lunch
- 13.30 Direct editing in keep.eu (published & imported data)
- 15.30 Coming next
- 16.45 End of meeting, how to stay in touch!



Contact us any time by mail or through the website

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No planned discussion forum



Cooperation works

All materials will be available on:

www.interact-eu.net

