

**Interreg**  
*Mediterranean*



**PROGRAMME MANUAL**

# STANDARDS FOR ACTIVITIES AND PRODUCTIONS

Programme cofinancé par le Fonds Européen  
de Développement Régional (FEDER)

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Development Fund (ERDF)

The check of activities and productions (outputs and deliverables) will be based on a set of quality standards that will have to have been applied during their implementation and production. For format and content of deliverables, please refer to the related [Factsheet on Reporting procedures](#) - How to report project's productions?

## What are the common standards for activities?

The Interreg MED programme has identified 3 main standards.

Within a transnational cooperation programme, activities undertaken must meet three main standards:

- Coordination
- Transnationality
- Transferability

### What does coordination mean?

All actions must be coordinated by a partner in charge. Coordination is not natural, it must be supported by strong organisational skills; and modalities of organisation must be agreed with and communicated to the whole partnership in time.

None of these activities will happen naturally. It takes a leader to build common understanding, provide guidelines and monitor the process to ensure its effectiveness.

Common definition of the work to be done, practical guidelines and ways of monitoring the process must be set beforehand, involving the entire partnership in the process. The result of this procedure should be documented and serve to describe how to perform the activity and give all the practical common instructions that each partner needs to apply in order to ensure a harmonised work.

Activities must be coordinated to ensure the steadiness of the outputs

From the beginning of the project, all partners in charge of WP and/or activities must:

- Have a complete overview of the development of the activity (partners' responsibilities and work load, time table, expected results, deliverables, etc.)
- Provide partners with precise instructions on the WP implementation

**Therefore, it is requested that all main activities be provided with the methodology or the practical instructions that will ensure their proper coordination.**

Hereafter some indicative specific guidelines/methodologies that can be produced by and aimed at partnership:

Project management and monitoring guidelines and methodologies, produced by MED 2007-2013 projects, are available in the MED library

- Procedures for administrative management
- Procedures for internal communication
- Procedures for monitoring project activities
- Internal training material
- Practical instructions for conducting a study
- Practical instructions for conducting a pilot action
- Protocol for testing a tool, a service
- Communication and dissemination plans
- Evaluation of project outputs and results protocol, plans,

### What does transnationality mean?

All actions of a cooperation project should be transnational. This implies that approach, actions and results transcend the limitation to the sub-national boundaries of the territories of intervention of the partners. Approach is shared by the partnership, actions are complementary within the partnership and the whole partnership will benefit from the results of the actions. Transnational perspective should prevent projects from being limited to a patchwork of local initiatives.

Therefore, the actions must meet criteria such as:

- Sharing common methodology for performing actions of the same type between partners territories
- Ensuring complementarity of work
- Ensuring comparability of data and information to permit a transnational synthesis and use of results.

### What does transferability mean?

All protocols and results must be transferable within the MED area and therefore, the actions should be replicable and / or adaptable. The partnership must ensure that the following criteria are met:

- Comparability of data and information
- Reliability and traceability of data and information
- Strength of methodology and protocols used
- Relevance of format
- Clear definition of target

Therefore, follow-up procedures include the **systematic delivery by the partnership of methodologies applied for the achievement of key deliverables and outputs**. This is necessary to ensure the quality of activities, outputs and deliverables and facilitate the evaluation by the Programme.

The **raw data** should also be provided. The formats of all productions should be guided to maximise their potential for reuse. Open data approach should be considered as the rule when compiling or delivering information.

All productions should refer to the methodology applied and the data used for their achievement

## What are the standards for productions?

In transnational cooperation projects, any type of output and deliverable requires the development of common understanding of types of productions. The common understanding is based on the definitions presented in the **Glossary** of the Programme that includes the standards that will be used to check the compliance of the productions with the Programme's expectations. Besides, the partnership, within the guidelines/methodologies for implementing activities, must decide on and describe the specific standards required for each deliverable/output produced within the project.

## What are the standards for outputs contributing to output indicators?

Following the intervention logic of the Programme, contributing to Programme output indicators demonstrates contribution to the Programme's objectives and results.

Besides, following the projects' achievements in terms of objectives met constitutes for the Programme a measure to reach the objectives set.

The projects' direct contributions to Programme objectives and indicators are the OUTPUTS related to the project theme that match the Programme expectations in terms of standards and quality. Therefore the quality of the production and the reporting of outputs will be closely checked and supervised especially for those that are meant to be computed as indicators.

The quality standards will be checked thanks to evidences/deliverables supplied during the reporting procedure. If evidence is not sufficient, the quality of the outputs will be discussed between the project and the JS as part of the progress report and payment claim procedure.

As regards to the outputs that are meant to contribute to the Programme indicators, only outputs that will demonstrate sought quality features will be validated and computed for the values of the output indicators.

Evidences/deliverables of produced output to be supplied are detailed in the related [Factsheet on Reporting procedures](#)

Specific standards have been developed by the Programme to ensure that outputs declared as contributing to the Programme output indicators can be counted as such by the Programme, and be reported to the European Commission when necessary. The criteria that should be considered are listed in the table below.

Indicators	Types of units	Criteria	Methodology for criteria assessment
Number of operational instruments to favour innovation of SMEs	Transnationally designed, tested and used: *support service for auditing, assessing and providing solutions through face-to-face tailored meetings *support service for auditing, assessing and providing solutions through online human support *support service for auditing, assessing and providing solutions through implemented facilities such as centres *support service *roadmap for implementing living labs experiences *self-service online automated decision making tool for auditing, assessing and implementing solutions *Self-service (disseminated or accessible) guidelines for auditing, assessing and implementing solutions *teaching/learning material (content/activities/assessment) activated through face to face teaching campaign *teaching/learning material (content/activities/assessment) activated through learning platform with automated feedback *teaching/learning material (content/activities/assessment) activated through learning platform with tutor feedback *disseminated teaching/learning material	To be taken into account only instruments demonstrating following features: *operationality (not demo); *testing before implementation; *result of test available (improvement incl.); *used with targets; *FB from users to assess benefit	Mandatory delivery of: *operational tool (not demo); *report of testing if tested in previous projects; *if testing not done yet, detailed protocol for testing including tester profiles; *report on testing and improvements to be implemented; *list of targets with profiles (via registration form via web platform); *survey used to measure benefit for beneficiaries; *results of survey and evaluation report

Number of enterprises receiving grants	Enterprises being active partners	Enterprises receiving an ERDF contribution through the MED Programme	Mandatory delivery of: *Signature of Partnership Agreement *Financial execution of partner in SYNERGIE CTE
Number of enterprises receiving non-financial support	End-users benefitting directly from implemented instruments	To be taken into account only end-users registered via a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: *type of support: Collective action / Common service / individual support *description of support provided; *support material; *list of enterprises benefitting from implemented instruments; *cost estimated per supported enterprise
Number of transnational innovation clusters supported	Transnational innovation clusters benefitting directly from implemented instruments	To be taken into account only targets transnational innovation clusters supported and reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: *list of supported clusters via registration form *description of supported clusters *description of provided support *completed survey *cost estimated per supported cluster
Number of available planning tools to manage and monitor energy consumption in public buildings	Available planning tools: planning tools include specific and targeted actions plans, IT solutions allowing data collection for auditing and assessment, assessment grids, monitoring and management tools for public authorities, building managers and users, guides and other information supports	To be taken into account only planning tools demonstrating availability to target public	Mandatory delivery of: * planning tool * demonstration of availability * provision of dissemination means
Number of strategies to develop energy consumption management plans for public buildings	Common transnational strategy providing a common vision and setting objectives and priorities on a defined timing. The formulation of the strategy must be carried out with involvement of relevant stakeholders (targeting the policy level) and must foresee provision for its subsequent implementation.	To be taken into account only strategies demonstrating the set standards	Mandatory delivery of: * methodology for drafting the strategy * Strategy document * list of relevant stakeholders involved including their location (reported through registration form)

Number of targets participating in capacity raising activities on energy efficiency	End-users benefitting directly from implemented capacity raising activities	To be taken into account only end-users registered via a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: *type of activity *capacity raising material; *list of targets benefitting from implemented activities
Number of regions and sub-regions engaged (through charters, protocols, MoU) in developing energy efficiency plans/strategies	Number of NUTS 2, NUTS 3, LAU 1 or LAU 2 signing charters, protocols and MoU aimed at developing energy efficiency plans or strategies	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * list of relevant stakeholders involved including their location (reported through registration form) * Signed documents (charter, protocol, MoU)
Number of planning tools to develop energy plans including local RES	Available planning tools: planning tools include specific and targeted actions plans, IT solutions allowing data collection for auditing and assessment, assessment grids, monitoring and management tools for public authorities, building managers and users, guides and other information supports	To be taken into account only planning tools demonstrating availability to target public	Mandatory delivery of: * planning tool * demonstration of availability * provision of dissemination means
Population of islands covered by plans	Inhabitants of areas covered by developed plans	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * list of relevant targets involved including their location (reported through registration form) * Plans developed
Population of rural areas covered by plans	Inhabitants of areas covered by developed plans	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * list of relevant targets involved including their location (reported through registration form) * Plans developed
Number of models to develop action plans including local RES in energy mix	A transnational simplified representation of a system to explain and describe how to develop an action plan	To be taken into account only models demonstrating availability to target public	Mandatory delivery of: * model * demonstration of availability * provision of dissemination means

Number of regions and sub-regions engaged (through charters, protocols, MoU) in increasing share of local RES in energy mix	Number of NUTS 2, NUTS 3, LAU 1 or LAU 2 signing charters, protocols and MoU aimed at developing energy efficiency plans or strategies	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * list of relevant stakeholders involved including their location (reported through registration form) * Signed documents (charter, protocol, MoU)
Number of instruments available to foster the use of LC transport solutions, including multimodal ones	Instruments: tools and services created or adapted from existing ones for transport users and managers (traffic information, integrated information systems on public transports, car sharing management tools...)	To be taken into account only instruments demonstrating following features: *operationality (not demo); *testing before implementation; *result of test available (improvement inc.); *used with targets; *FB from users to assess benefit	Mandatory delivery of: *operational tool (not demo); *report of testing if tested in previous projects; *if testing not done yet, detailed protocol for testing including tester profiles; *report on testing and improvements to be implemented; *list of targets with profiles (via registration form via webplatform); *survey used to measure benefit for beneficiaries; *results of survey and evaluation report
Number of models to develop urban plans including low carbon transport and multimodal connections soft actions	A transnational simplified representation of a system to explain and describe how to develop an action plan	To be taken into account only models demonstrating availability to target public	Mandatory delivery of: * model * demonstration of availability * provision of dissemination means
Population involved in awareness raising activities	Inhabitants of areas benefitting directly from implemented awareness raising activities	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: *type of activity *awareness raising material; *list of targets benefitting from implemented activities

Number of urban areas engaged (through charters, protocols, MoU) in developing urban plans/strategies including low carbon transport and multimodal connections soft actions	Number of NUTS 2, NUTS 3, LAU 1 or LAU 2 signing charters, protocols and MoU aimed at developing urban plans/strategies including low carbon transport and multimodal connections soft actions	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery: * list of relevant stakeholders involved including their location (reported through registration form) * Signed documents (charter, protocol, MoU)
Number of instruments available to enhance the development of sustainable and responsible tourism	Instruments: tools and services created or adapted from existing ones for enhancing the development of sustainable and responsible tourism	To be taken into account only instruments demonstrating following features: *operationality (not demo); *testing before implementation; *result of test available (improvement inc.); *used with targets; *FB from users to assess benefit	Mandatory delivery of: *operational tool (not demo); *report of testing if tested in previous projects; *if testing not done yet, detailed protocol for testing including tester profiles; *report on testing and improvements to be implemented; *list of targets with profiles (via registration form via webplatform); *survey used to measure benefit for beneficiaries; *results of survey and evaluation report
Number of tourist destinations covered by a sustainable tourism evaluation tool	Areas covered by developed tools	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * * list of located areas covered by activities (reported through registration form)) * Tourism evaluation tool the destinations are covered by
Number of strategies applying sustainable tourism management criteria	Common transnational strategy providing a common vision and setting objectives and priorities on a defined timing. The formulation of the strategy must be carried out with involvement of relevant stakeholders (targeting the policy level) and must foresee provision for its subsequent implementation.	To be taken into account only strategies demonstrating the set standards	Mandatory delivery of: * methodology for drafting the strategy * Strategy document * list of relevant stakeholders involved including their location (reported through registration form)

Number of regions and sub-regions engaged (through charters, protocols, MoU) in implementing sustainable tourism plans	Number of NUTS 2, NUTS 3, LAU 1 or LAU 2 signing charters, protocols and MoU aimed at implementing sustainable tourism plans	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery: * list of relevant stakeholders involved including their location (reported through registration form) * Signed documents (charter, protocol, MoU)
Number of joint governance plans	Governance plan: set of roles, responsibilities and processes to involve relevant stakeholders in the conservation goals (objectives and legal framework, stakeholders conditions for participation in management bodies, conflict management procedures, governance activities and reporting,...)	To be taken into account only plans demonstrating availability to target public	Mandatory delivery of: * governance plan * demonstration of availability * provision of dissemination means
Surface of habitats supported to attain a better conservation status	Hectares benefitting directly from implemented activities	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * list of located areas covered by activities (reported through registration form) * Report on activities resulting in improving conservation status
Number of protected areas engaged (through charters, protocols, MoU) in implementing management strategies	Number of protected areas signing charters, protocols and MoU aimed at implementing management strategies	To be taken into account only targets reported through a registration form providing the minimum information requested by the Programme (see template) Simple declarative numbers won't be taken into account	Mandatory delivery of: * list of relevant protected areas involved including their location (reported through registration form) * Signed documents (charter, protocol, MoU)

## Ownership of project results, outputs and deliverables (Intellectual property rights)

According to article 13 of the subsidy contract, the LP and all the other project partners should ensure that all the deliverables and results of the project should be accessible and available for free to the general public in a usable format.

The Managing Authority and any other relevant Programme stakeholder can use them for information and communication purposes.

An agreement regulating the cooperation between each Modular project and the related specific objective Interreg Med Horizontal project is made available by the JS.