

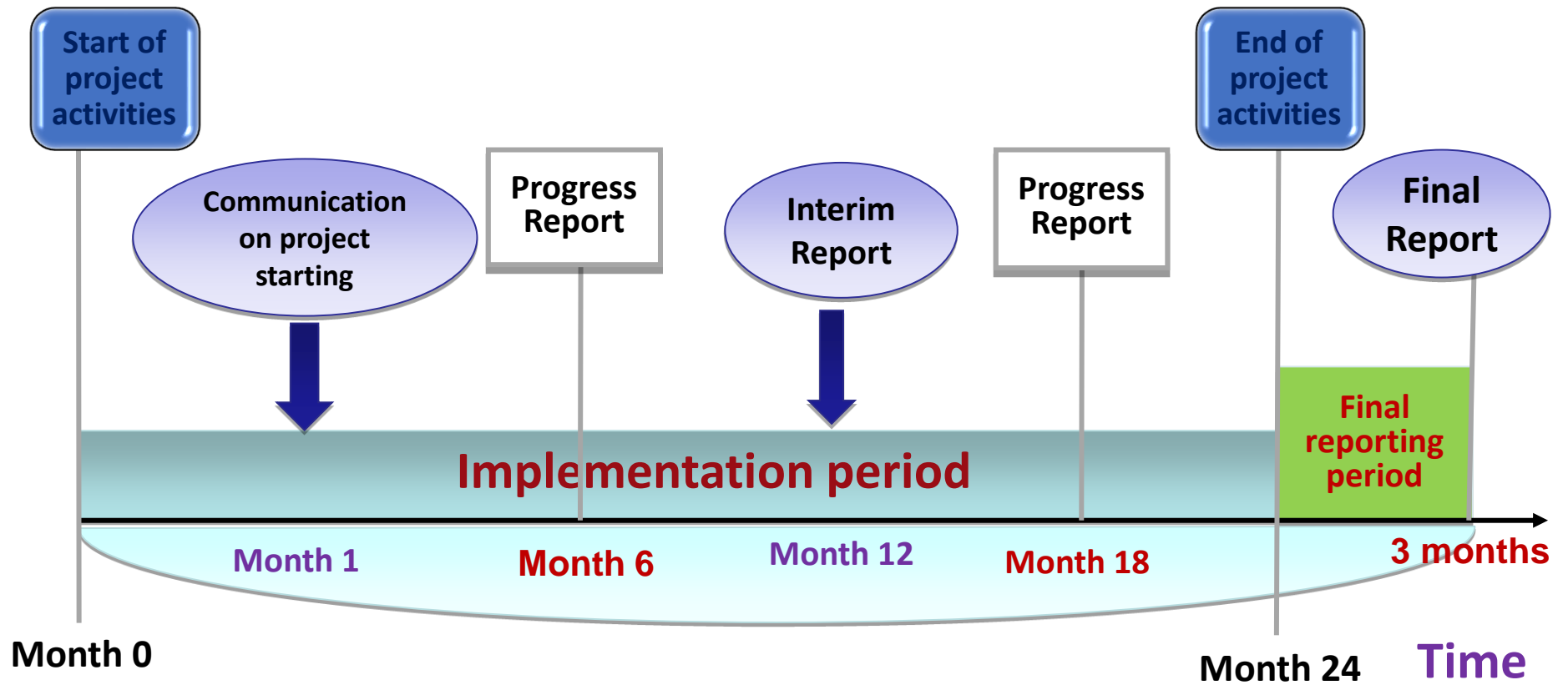


Reporting communication activities

**Training for Capitalisation Projects
24th November 2021**

Projects reporting: when?

Example for a project duration of 24 months



Project reporting: how?

  Programme funded by the EUROPEAN UNION	
Project reference number	
Acronym	
Lead beneficiary	
Partners	
Associate partners	
Countries represented by the partnership	

Page 1

Cover page | Project staff | New jobs created | Total number of participants | Details of participants

Cross-border transversal result indicators

(Annex 4.3 to chapter 4 of the PIM)

Data collecting on communication activities 1/5

1. Visibility of cross-border cooperation: total number of participants in events							
N.	Event title	Type of event (internal or public)	Date	Country	City	Venue (Google maps link)	Total number of participants
1	Project kick off	Internal	21.11.2019	Greece	Athens		11
2	Launching conference	Public	22.11.2019	Greece	Athens		31
3	Digital transformation in MSMEs	Public	21.12.2019	Lebanon	Beirut		24
4	First Steering Committee meeting	Internal	10.01.2020	Italy	Rome		21
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

List **all events organised by your project** (all kinds of events: e.g. conferences, seminars, trainings, study trips, etc.).

In the next excel sheet you are requested to include "details of participants".

NB1: **speakers and project staff are NOT to be counted for public events.**

NB2: as for project events where a registration cannot be foreseen (e.g. **large public events**) the total number of participants is expected to be estimated and no details are to be provided under "details of participants". Video and pictures are expected to be provided as supporting documents.

Cover page | Project staff | New jobs create | **Total number of participants** | Details of participants | Webpage | Social media | Me ...

Data collecting on communication activities 2/5

	A	B	C	D	E	F	G	H	I	J
1	2. Visibility of cross-border cooperation: details of participants in events									
2	NB: project staff are NOT to be listed for public events									
3										
4	N.	Event title	Type of event (internal or public)	Date	Name	Position	Organisation	E-mail	Gender	Age group
5	1	Project kick off	Internal	21.11.2019						
6	1	Project kick off	Internal	21.11.2019						
7	1	Project kick off	Internal	21.11.2019						
8	1	Project kick off	Internal	21.11.2019						
9	1	Project kick off	Internal	21.11.2019						
10	1	Project kick off	Internal	21.11.2019						
11	1	Project kick off	Internal	21.11.2019						
12	1	Project kick off	Internal	21.11.2019						
13	1	Project kick off	Internal	21.11.2019						
14	1	Project kick off	Internal	21.11.2019						
15	1	Project kick off	Internal	21.11.2019						
16	2	Launching conference	Public	22.11.2019						
17	2	Launching conference	Public	22.11.2019						
18	2	Launching conference	Public	22.11.2019						
19	2	Launching conference	Public	22.11.2019						
20	2	Launching conference	Public	22.11.2019						
21	2	Launching conference	Public	22.11.2019						
22	2	Launching conference	Public	22.11.2019						
23	2	Launching conference	Public	22.11.2019						
24	2	Launching conference	Public	22.11.2019						
25	2	Launching conference	Public	22.11.2019						
26	2	Launching conference	Public	22.11.2019						
27	2	Launching conference	Public	22.11.2019						
28	2	Launching conference	Public	22.11.2019						
29	2	Launching conference	Public	22.11.2019						
30	2	Launching conference	Public	22.11.2019						
31	2	Launching conference	Public	22.11.2019						
32	2	Launching conference	Public	22.11.2019						

◀ ▶ |
 Cover page |
 Project staff |
 New jobs created |
 Total number of participants |
Details of participants |
 Web page |
 Social media |
 Me ... (+) : ◀

Data collecting on communication activities 3/5

	A	B	C	D	E	F	G	H	I	J	K
1	3. Visibility of cross-border cooperation: Project related link on the partnership organizations websites										
2											
3	link	Number of visitors	Number of unique visitors	Comments							
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
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18											
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21											
22											
23											
24											
25											
26											

1. **Visit** - This is the one piece of information that you really want to know. A visit is one individual visitor who arrives at your web site and proceeds to browse. A visit counts all visitors, no matter how many times the same visitor may have been to your site.

2. **Unique Visit** - Unique visitors refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit.

Cover pageProject staffNew jobs createdTotal number of participantsDetails of participantsWebpageSocial media

Data collecting on communication activities 4/5

[illegible]

Data collecting on communication activities 5/5

	A	B	C	D	E
1	5. Visibility of cross-border cooperation: press; radio; TV				
2					
3	Type media	Name of the media	Link to content, if available. Otherwise please attach it to your Report	Estimated audience (i.e. number)	Comments
4					
5					
6					
7					
8					
9					
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11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Project staff

New jobs created

Total number of participants

Details of participants

Webpage

Social media

Media

+

Ready

Project reporting: where?

On the **MIS**, of course!

Project data

Reporting

Info and summary

Main findings

Logical framework

Potential risks

WP implementation

Expenses

Deliverables

Export

Checklist

Proposal data

Mis Accounts

Communication

Documents

Lifecards

Project adjustment

Report: 1st - Six month report (01/09/2021 - 28/02/2022)

Staff assigned to the project

Participation and visibility

Priority, expected result

Project result and outputs

The 'Participation and visibility' section consists of three macro areas: Participation of project staff or representatives in project related events (internal and public) ('New Event' button)

Event title	Date and place (country;town)	Number of participants
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Project related link on the partnership organizations websites, in which to insert ('New Link' button) the links related to the project

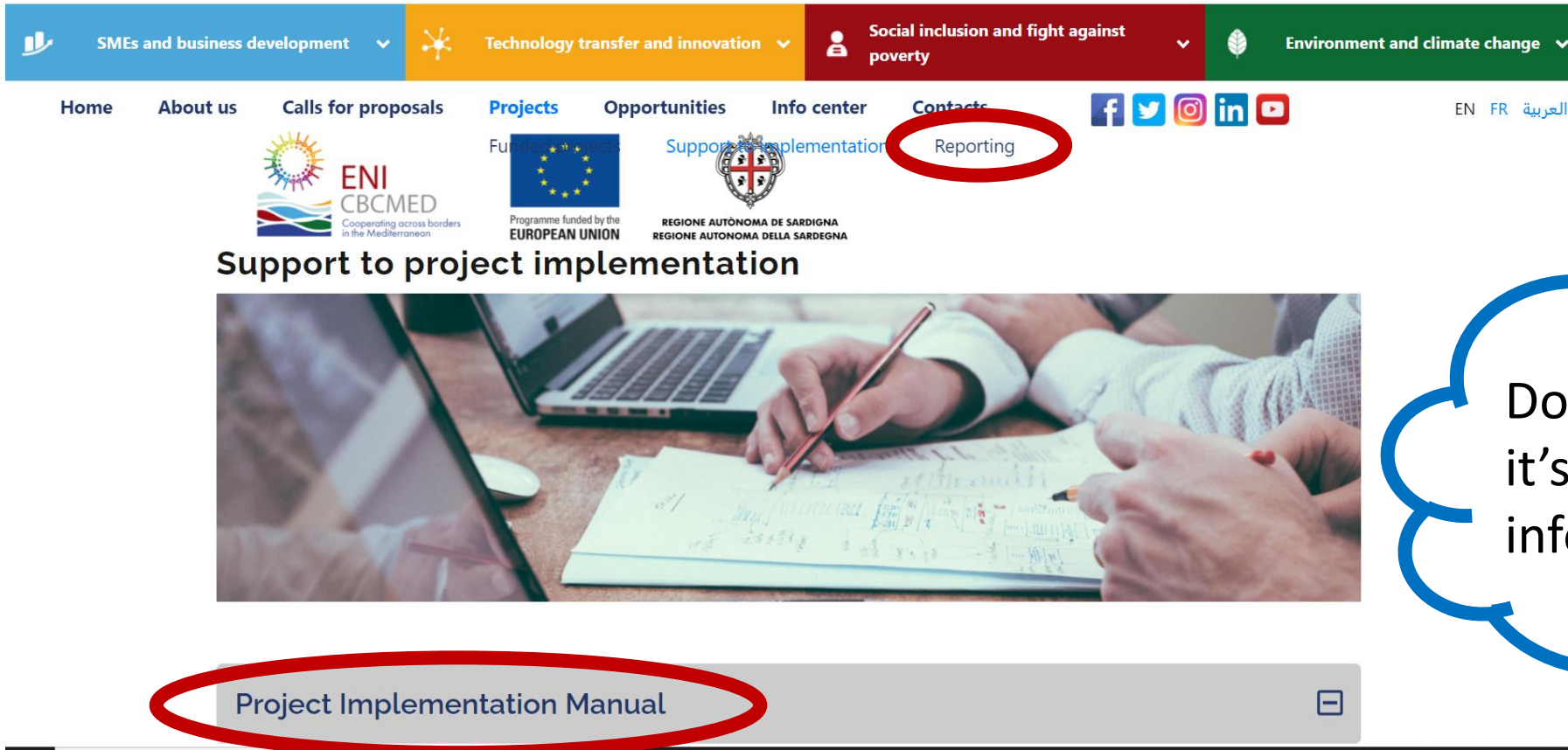
Link	Number of visits	Number of unique visits	Comments
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Social Network, here insert ('New Social' button) the indication of the posts related to the project inserted in the Social Networks

Social	Link	Followers	Engagements-Views	Comments
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Project reporting: further information?

<https://www.enicbcmmed.eu/projects/support-to-implementation>



The screenshot displays the ENI CBCMED website interface. The top navigation bar includes categories: SMEs and business development, Technology transfer and innovation, Social inclusion and fight against poverty, and Environment and climate change. Below this, a secondary navigation bar lists: Home, About us, Calls for proposals, Projects, Opportunities, Info center, and Contacts. The 'Reporting' link under the 'Projects' menu is circled in red. Logos for ENI CBCMED, the European Union, and the Regione Autonoma della Sardegna are visible. The main heading reads 'Support to project implementation', followed by an image of hands writing in a notebook. At the bottom, a grey bar contains the text 'Project Implementation Manual', which is also circled in red.

ENI CBCMED
Cooperating across borders in the Mediterranean

Programme funded by the
EUROPEAN UNION

REGIONE AUTONOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

Support to project implementation

Project Implementation Manual

Don't forget our **website**,
it's full of useful
information and tips!

... still need more information?

- read carefully chapters 4 (reporting) and 10 (communication and visibility) of the PIM;
- contact your JTS officers.

